Chapter 3 - On-Line Procedures

PURPOSE

This chapter is intended to provide system users with an understanding of the R*STARS on-line functions and procedures.

Terms

Batch Balancing
Coding Reduction
Financial Inquiry
Function Key
Interrupt Session
Record Key
Signed Fields
Transaction Code

3.1 TERMINAL OPERATIONS

R*STARS is an on-line, interactive system which provides users with immediate feedback when entering profile maintenance and financial transactions, and provides immediate access to accounting information. The on-line update and inquiry capabilities virtually eliminate the delays associated with overnight batch editing and update. To make effective use of the on-line features, users must be familiar with the on-line procedures and options available.

This chapter discusses procedures for entering transactions into R*STARS. The chapter begins with on-line procedures for terminal operations followed by procedures for transaction data entry, financial table inquiries, and Help, Interrupt and Link facilities. On-line profile maintenance instructions are described in Chapters 5 and 6. The topics discussed in this section include:

- ■ Security Features
- ■ Terminal Keyboard Functions
- ■ Log-in Procedures
- ■ Menu Navigation
- ■ Log-Out Procedures

Security Features

The security features of R*STARS help prevent unauthorized access to on-line functions. There are various levels of security that can be assigned to users. A designated security officer is responsible for establishing and controlling all aspects of security. Based upon the security level assigned to an individual user, the user is able to perform only those functions for which he or she has been authorized. Any questions regarding security should be directed to the agency's designated security officer.

Each user is assigned two elements necessary to access the system. The first element is an operator ID which is a maximum of eight characters. The second element is a password which is eight characters in length. Once these elements have been assigned to a user, that user should keep them confidential since the operator ID and password are used by R*STARS to identify who is entering transactions into the system. In addition, these elements also control the security level assigned to each user. When leaving a terminal, the user should log-off so that each operator uses his or her own operator ID and password to access R*STARS.

Terminal Keyboard Functions

The keyboard resembles a typewriter with additional "function" keys. These keys perform special functions when communicating with the R*STARS application software. This section discusses the Terminal Keys (Cursor Control Keys and Data Editing Keys) as well as the R*STARS Function Keys. It should be noted that the functions performed by these keys may vary depending on the type of terminal (mainframe or PC) used.

Cursor Control Keys

The cursor always indicates the next available character position (but not necessarily the next data element "entry" field) on the screen. The following keys move the cursor on the screen:

- Select the **Return** key to move the cursor to the first entry position on the next line. (Note that the **Return** key on some keyboards may not be used in this manner.)
- Select the **Backspace** key to move the cursor backward.
- Select the **Tab** key to move the cursor to the first entry position of the next entry field.
- Select the **Backtab** key (or the two keys SHIFT and TAB simultaneously) to move the cursor back to the first entry position on the current or preceding field.

All of the R*STARS screens are formatted. In other words, data elements can only be typed in specific data element fields. The "Tab" and "Backtab" keys move directly from one data element field to the next; therefore, the "Tab" and "Backtab" keys provide the quickest method to move the cursor through the screen from field to field. In addition, the Up, Down, Left and Right arrow keys can be used to navigate around the screen. However, they should not be used for data entry since they can position the cursor in an invalid screen position for entering data.

Data Editing Keys

The following keys are available to the user to edit the data on the screen:

- Select the **Insert** key to enter the insert mode for adding characters at the cursor's current position; select the **Reset** key to exit the **Insert** mode.
- Select the **Delete** key to remove the character at the cursor's current position (the remainder of the line shifts one character position to the left).
- Select the **Shift** key to select upper characters on dual-character keys, uppercase characters for alphabetic keys, or to turn off shift-lock feature.
- Select the **Shift Lock** or the **Caps Lock** key to lock keyboard into uppercase only.

R*STARS screens are not case sensitive. All characters entered are re-displayed in uppercase.

Function Keys

Function keys perform special activities based on the on-line program. Below is a description of the most commonly performed activity for each key.

ENTER This key is used to retrieve data on a screen. For example, on profile screens, it is selected after key information is entered to display the specific profile record.

CLEAR Returns the user to the menu or prior screen.

RESET/CONTROL Used as a reset key to unlock the keyboard after a mistake.

HOME Positions the cursor on the Link To field.

F1 (**Help**) Automatically links to the 90 Help screen. The appropriate type of help record is automatically retrieved, depending on the activity previously performed by the user before selecting F1.

(**Selection Help**) If the user is on a Financial Data Entry screen and the cursor is positioned in any one of the following fields: Index, PCA, Comptroller Object, Agency Object, Vendor Number or Vendor Name, the corresponding selection help screen is displayed.

F2 Function varies from screen to screen. Its most common use is to transfer the user to another screen that has some association with the originating screen. If data is displayed on the originating screen, that information is carried to the new screen.

F3 Function varies from screen to screen. Its most common use is to delete records from the database. In addition, it is used for retrieval of recurring transaction records during financial data entry.

F4 Function varies from screen to screen. It is used to perform data look-ups and access reference document information during financial data entry. Also, it is used to transfer to another screen that has some association with the originating screen.

F5 Function varies from screen to screen. It is commonly used to recall the next record in the database with the next greatest key value.

F6   Function varies from screen to screen. It is used to "toggle" from A and B versions of screens and to access the 502 Batch Balancing screen.

F7   Function varies from screen to screen. Its most common use is to scroll to a prior page of data on screens that display lists of information.

F8   Function varies from screen to screen. Its most common use is to scroll to the next page of data on screens that display lists of information and to access other screens where necessary.

F9   **(Interrupt)** Found on almost all R*STARS screens. Initiates an active interrupt to another screen and ends an active interrupt returning the user to the original screen.

F10   Function varies from screen to screen. Its most common use is to save (add) and change records in the database. During the add and change function, the data remains on the screen.

F11   Function varies from screen to screen. Its most common use is to save (add) and change records in the database. During this function, the data is cleared from the screen.

F12   Function varies from screen to screen. Its most common use is to access the 530 View Batch Headers screen from financial data entry and document tracking screens.

For those keys whose functions vary by screen, look at the screen help record to determine the specific function performed.

Log-In Procedures

SAMPLE LOG-IN PROCEDURES*

Action	Screen Accessed
~~EE~~nter "SMPCICS"; select "ENTER"	Enter User ID and Password; "CICS sign-on" screen
Select "ENTER"	(Log-in is/is not complete)
~~EE~~NTER "FMST"; select "ENTER"	R*STARS Master System Menu (SMST)
Select "F3"	R*STARS screen (SSYS)
Select "ENTER"	News Display (S002)
Select "ENTER"	Main Menu (S000)

To log-in, the user must follow the procedures outlined above and illustrated on the following pages.

```
              WELCOME TO THE STATE OF M I C H I G A N PRODUCTION LPAR
                    ENTER APPLICATION NAME FROM LIST BELOW:
                    TO EXIT THIS MENU, HIT PA1 AND ENTER QUIT
==>


         SMDTSO           SMTCICS           SMDODB2
         SMPTSO           SMYCICS           SMPODB2
         SMDRMDS          SMDOCICS          SMDOMVS
         SMPRMDS          SMPOCICS          SMPOMVS
         SMDCICS          SMEC410           SMPTPNS1
         SMPCICS          SMPC410           SMPTPNS2
         SMECICS          SMDC410           SMPTPNS3
         SMICICS          SMPA410           SMPTPNS4




OUR IP ADDRESS: 010.025.234.144                          YOUR TELNET PORT:  01269
----------------------------         ERROR MESSAGES -----------------         --------------
LU:
```

* Depending on your telecommunications network, your log-in procedures and screens may differ.

This is a sample of the first screen which may appear.

Type "SMPCICS" to see the "CICS Sign-on" screen. Type in the user ID and password.

```
                 Signon for CICS/ESA Release 4.1.0     APPLIED SMTCICS


DFHZC2312 ***  WELCOME TO CICS/ESA ***

 Type your userid and password, then press ENTER:

        Userid  ....           Groupid ...
        Password ...
        Language ...

     New Password ...








 DFHCE3520 please type your userid.
 F3=Exit
```

Type "FMST" and select "ENTER."

```
FMST
















 DFHCE3549 Sign-on is complete (Language E).
```
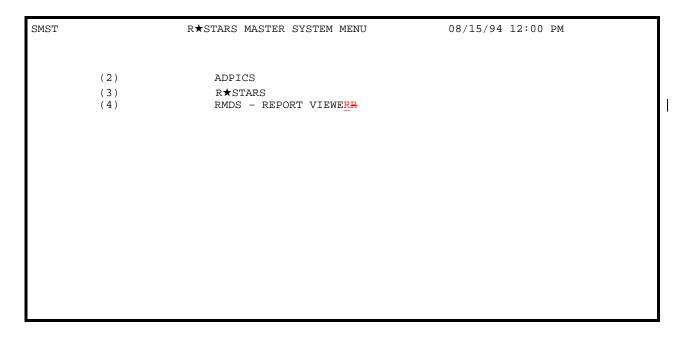
Select "F3."

```
SMST                    R★STARS MASTER SYSTEM MENU        08/15/94 12:00 PM



        (2)                 ADPICS
        (3)                 R★STARS
        (4)                 RMDS – REPORT VIEWERR
```

This screen allows the user to choose which user class to use. If the user ID has only one valid user class, that value will be the default. If the user ID has more than one valid user class, the first value will default. Enter the desired user class or use the default and select "Enter."

```
SSYS VER 2.0         STATE OF MICHIGAN DEVELOPMENT        08/15/94  12:00 PM
                                                                        FACS


 *******\            ******\  *******\     **\    *******\    ******\
 ********\           ********\ ********\    ****\   ********\   ********\
 **\\\\**\           **\\\\**\    **\\\\    **\\**\  **\\\\**\   **\\\\**\
 **\   **\   * * *   **\   \\    **\    **\\ **\ **\  **\   **\   **\   \\
 ********\    ***    *******\    **\    *********\  ********\   *******\
 *******\  *******  *******\    **\    **********\  *******\    *******\
 **\\\**\     ***      \\\\**\    **\    **\\\\\\**\ **\\\**\     \\\\**\
 **\   **\   * * *   **\   **\    **\    **\    **\ **\   **\   **\   **\
 **\   **\           ********\    **\    **\    **\ **\   **\   ********\
 **\     **\         ******\\    **\    **\    **\ **\     **\  ******\\
 \\\     \\\          \\\\\\     \\\    \\\    \\\  \\\     \\\   \\\\\\



                        USER CLASS: 01


                        CLEAR-EXIT
```

The News screen then appears. The user should read the News screen and then select "Enter" to proceed to the R*STARS Main menu.

```
S002 VER 2.0                  R★STARS ACCOUNTING          08/15/94 12:00 PM
                                NEWS DISPLAY                          FACS


                       WELCOME TO R★STARS
















 CLEAR-EXIT                 PRESS (ENTER) TO CONTINUE
```

Menu Navigation

The Main menu is the focal point of user interaction with the system. All other menus used in R*STARS are selected from this menu. Note that the Main menu provides a function key corresponding to each of the major system functions.

```
S000 2.0                         R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:      MAIN                     MAIN MENU                          FACS


         (2)      CAM      COST ACCOUNTING MENUU
         (3)      DT       DOCUMENT TRACKING MENUU
         (4)      FIN      FINANCIAL DATA ENTRY MENUU


         (7)      PR       PROFILE MAINTENANCE MENUU
         (8)      PAY      PAYMENT PROCESSING MENUU
         (10)     RFM      REPORTING INQUIRY MENUU
         (11)     SYS      SYSTEM CONTROL MENUU
         (12)     UC       CHANGE USER CLASSS









F1-HELP   F9-INTERRUPT   CLEAR-EXIT
```

The R*STARS menu structure is user-defined at each installation site through the MENU CONTROL PROFILE (10). The Main menu illustrated above is an example. Having user-defined menu structures provides greater flexibility for menu navigation. Not only are the menu structures user-defined, the submenu ID's are also user-defined. Note, however, that since ssubmenus are accessed by function keys, there are a limited number of submenu choices that can be listed on any one menu (e.g., Function keys F2-F8 and F10-F12 are available for menu selection). However, there are no limits to the number of layers of submenus within menus that can be established.

Submenus may be selected in one of three ways, as follows:

- Select the corresponding function key (e.g., select "F2" to access the Cost Accounting submenu).

- Tab down to the desired menu option and select the "Enter" key.

■ Enter the submenu ID in the Link To field and select the "Enter" key. (See Section 3-5 for ~~ff~~further discussion of the link facility).

The following screens illustrate the menu navigation process using the Financial Data Entry submenus as an example. See Section 3-4 for an example of menu navigation using the Financial Inquiry screens.

Example — Financial Data Entry

Once you have logged on the system and the Main Menu is displayed, select the Financial Entry submenu using one of the three options described above.

The system will display the Financial Data Entry submenu presented below.

```
S000 2.0⊖                      R★STARS ACCOUNTING           08/15/01 12:00 PM
LINK TO:       FIN              FINANCIAL DATA ENTRY MENU                FACS


           (2)      500       BATCH HEADER ENTRY
           (3)      510       RECALL A BATCH FOR CORRECTION
           (4)      515       INVOICE DETAIL ENTRY
           (5)      518       SPLIT TRANSACTION ENTRY
           (6)      520       VIEW A BATCH
           (7)      530       VIEW BATCH HEADERS
           (8)      540       BATCH ERROR CORRECTIONS
           (10)     550       RECURRING TRANSACTION PROFILE
           (11)     93        RECURRING TRANSACTION REQUEST
           (12)     94        AGENCY MESSAGE PROFILE








F1-HELP   F9-INTERRUPT   CLEAR-EXIT
```

Select the screen desired by entering the corresponding numeric ID in the Link To field and selecting the "Enter" key or entering the corresponding function key, or scrolling down to the desired screen and selecting enter. For example, the Batch Header Entry screen can be accessed by entering "500" in the Link To field and selecting "Enter," or by selecting the "F2" function key, or by tabbing to the batch header entry line and selecting "Enter."

The system will display the Batch Header Entry screen as illustrated below. The user is now ready to input batch header information.

Log-Off Procedures

As previously discussed, you should log-off the system when not using it.

The following steps are used to log-off:

```
S500 2.0                    R★STARS ACCOUNTING        08/15/94 12:00 PM
LINK TO:                    BATCH HEADER ENTRY                   FACS

BATCH AGENCY:                    (SIGN ON AGENCY)
BATCH DATE:                 (MMDDYY, DEFAULTS TO TODAY"S DATE)
BATCH TYPE:
BATCH NUMBER:

BATCH COUNT:                          BATCH AMOUNT:

  BATCH EDIT MODE:  2              (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
 PAYMENT DIST TYPE:               (MUST BE VALID IN D50 PDT PROFILE)
     DISB METH IND:               (H, L, M, R, E OR SPACE)
    EFFECTIVE DATE:               (MMDDYY, DEFAULTS TO TODAYS DATE)
       FAST ENTRY:               (M/S/I )
          USER ID:  RSTARS01        R★STARS USER
       USER CLASS:  01
ACTION CODE AGENCY:
      ACTION CODE:




F1-HELP    F9-INTERRUPT    F10/F11-SAVE    CLEAR-EXIT
```

Action	**Screen Accesses**
* Select "CLEAR"	R*STARS Submenu
Select "CLEAR"	R*STARS Main Menu
Select "CLEAR"	R*STARS Master System Menu
Select "CLEAR"	"CESF LOGOFF" message
Enter "C" over the "C"; select "ENTER"	Original screen

* Note: Continue selecting the "Clear" key until the Main Menu appears.

3.2 TRANSACTION DATA ENTRY

The R*STARS accounting data entry process contains many steps. The process begins with document preparation by the agencies. These documents are placed in batches and are input using on-line screens. Reconciliation of these transactions is performed daily.

This section describes the various responsibilities and procedures involved in accounting data entry. Some procedures, such as document preparation, are described in detail in other sections of the manual and are briefly reviewed in this chapter. Emphasis is placed on those procedures performed by accounting data entry clerks.

This section provides information on the following:

- Document Preparation
- Transaction Coding
- Special Indicators
- Financial Table Posting Indicators
- 28B Transaction Code Description Profile
- Entering R*STARS Documents Which Contain Reference Document
- Transaction Batching
- Batch Header Identification
- Batch Control
- Batch Header Data Entry
- 500 Batch Header Input Coding Instructions
- Detail Coding Instructions
- Multipurpose Code (MPCO)
- 501 Journal Voucher Transaction Entry
- 503 Budgetary Transaction Entry
- 504 Revenues/Receipts Transaction Entry
- 523 Customer Receipts **(Not used in Michigan)**
- 505 Pre-Enc/Enc Expend Transaction Entry
- 506 Single Vendor Fast Entry **(Not used in Michigan)**
- 507 Multiple Vendor Fast Entry **(Not used in Michigan)**
- 508 Multiple Invoice Fast Entry **(Not used in Michigan)**
- 509 Companion Transaction Entry
- Batch Agency Use of the 509 Companion Transaction Entry Screen
- 516 Open Document Fast Entry **(Not used in Michigan)**
- Accounting Transaction Data Entry
- Batch Balancing

Each step of the data entry process is described in the following paragraphs.

Document Preparation

Document preparation is the responsibility of the agencies and requires completion of the appropriate transaction input form. Each data input form is designed for a particular type of ~~aa~~ccounting event and contains required and optional data elements. A three-digit transaction code and an amount are always required for each transaction. The desired transaction code determines which of the data elements are required as described in the following section.

Transaction Coding

Transaction ~~ec~~odes are three-digit elements that determine the accounting impact (debits and credits) of each financial transaction entered. Additionally, they determine which data elements are required, optional, or not allowed on each transaction.

Transaction codes are established in the Transaction Code Decision profile (28A). They are described in Transaction Code Decision profile (28B). A listing of each available transaction code can be requested with reports DAFQ28A0 and DAFQ28B0. The 28A screen is shown below.

```
S28A 2.0                     R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:              TRANSACTION CODE DECISION PROFILE                  FACS

TRAN CODE:     TITLE:
GENERAL LEDGER   DR-1:     CR-1:      DR-2:      CR-2:
      POSTING    DR-3:     CR-3:      DR-4:      CR-4:
TRANS     DOCD   DUDT   SVDT   CDOC   RDOC   MODI   AGCY    IDX    PCA    COBJ
 EDIT     AOBJ   RVRS   PDT    CI     1099   WARR   INVC   VNUM   VNAM   VADD
 INDS:   DMETH   APN#   FUND   GLA    AGL    GRNT   SUBG   PROJ   MULT    DI#
POST SEQ:   REG NO:   WW IND:   D/I:   FUTMY:   CUM POST:   NET CASH:
TCS: ACCR:      COFSET:      DDLIQ:     PLIQ:     PRED:     GEN:     DT:
    WCNCL:          PY:         TR:
   IN IND:
 FILE POSTING INDICATORS
      DF       AP       AB      CC       FC       GP       PJ      AGY GL
A/S
BT:
MATCH
GLA
DOC                                          STATUS CODE: A
 EFF START DATE:          EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

The elements on this profile are described briefly below:

■ **Transaction**   A three-digit number ~~tt~~hat uniquely identifies all the elements in a
   Code   particular Transaction Code profile. A sample numbering convention is:

001—099	Budgetary
100—199	Revenues, Receipts
200—299	Pre-Encumbrances, Encumbrances, Expenditures, Disbursements
300—399	System-Generated Transactions
400—599	Journal Voucher
600—699	Start-of-Year Balances
800—820	Treasurer's Transaction Codes
850—899	Payrol~~l~~l
900—999	Miscellaneou~~ss~~

■ **General**   Up to four pairs of debits and credits can be entered to determine the
  Ledger Posting   general ledger accounting impact. The fourth pair, however, is reserved
                  for document liquidations — only pre-encumbrance and encumbrance
~~aa~~ccounts may be coded here. It is possible to leave one side of a
debit/credit pair blank. This is done when the general ledger account is to
be coded on the accounting transaction. If one part of a pair is left blank,
the General Ledger Account Edit indicator (described below) must be set
to "I." This capability offers significant flexibility, but must be used
carefully due to the financial impact.

R — required on the transaction, but may either be coded on input or
looked up based on one of the other data elements recorded on input.
N — not allowed to be present on the accounting transaction regardless of
whether the data element is coded on input or looked up.
Blank — the data element is optional and may be coded on input, looked
up or left blank.

The transaction edit indicators affect the following data elements:

DOCD	— Document Date		WARR	— Warrant Number
DUDT	— Due Date		INVC	— Invoice Number
SVDT	— Service Date		VNUM	— Vendor Number
CDOC	— Current Document Number		VNAM	— Vendor Name
RDOC	— Reference Document Number		VADD	— Vendor Address
MODI	— Modifier		DMETH	— Disbursement Method
AGCY	— Agency		APN#	— Appropriation Number
IDX	— Index Code		FUND	— Fund
PCA	— Program Cost Account		GLA	— General Ledger Account
COBJ	— Comptroller Object		AGL	— Agency General Ledger
AOBJ	— Agency Object			Account
RVRS	— Reverse Code		GRNT	— Grant Number
PDT	— Payment Distribution Type		SUBG	— Subgrantee Number
				(Not used in Michigan)
CI	— Capitalized/Inventory Indicator		PROJ	— Project Number
1099	— 1099 Indicator		MULT	— Multipurpose Code
DI#	— Debt/Investment Number			
	(Not used in Michigan)			

Special Indicators

This segment of the profile contains a variety of indicators that are used for special system processing. These indicators include:

■ **Posting Sequence Indicator**   Determines the order of transactions posting during the batch update cycle. Valid values are: blank, "A" through "Z" and "0" through "9."   For example, a value of "A" will always post before a value of "1," and "1" will always post before a value of "2" etc. This allows budget transactions to be posted before expenditures to avoid unnecessary funding errors.

■ **Register Number**   Specifies which transaction register (work area) the transaction will be reported on (1-5). Example: 1=Budgetary, 2=Enc/Pre-Enc/Exp, etc.

■ **Warrant Writing Indicator**   Classifies the type of transaction — payment or non-payment.

■ **Direct/Indirect Indicator**   Classifies expenditures, primarily for grant reporting purposes:
D   — Direct
I   — Indirect
Blank   — Neither

■ **Future Month Indicator**   Determines whether the transaction code can be used on future dated transactions.
Y — Yes
N — No

■ **Cumulative Post Indicator**   Determines if posting is to the current fiscal month only or if to the current fiscal month and all thereafter.
Y — Current Fiscal Month
N — Current Fiscal Month and all after for that fiscal year

■ **Net Cash**   Identifies the impact of the transactions on the document balancing amount ("+" or "-").

■ **Generate Accrual TC**   Identifies that the transaction code in the key to this profile should not be used during the adjustment period, but that the transaction code specified in this field should be used instead.

■ **Collection Offset TC** Used to record a collection of a receivable through the offset process

■ **Direct Deposit EFT Liquidation TC** Used to generate liquidation transactions when the transaction has a payment distribution type that has a payment method of direct deposit. Must exist in 28A.

■ **Payment Liquidation TC** Used by the Payment Processing subsystem to liquidate voucher payables. Must exist in 28A.

■ **Payment Redemption TC** Identifies the transaction code to be generated when warrants are redeemed at the bank. Must exist in 28A.

■ **Generate TC** If present on the transaction code when posted, a second transaction will be generated during the next batch cycle using this transaction code. Must exist in 28A.

■ **Generate DT** Defines the document type used when transactions are automatically generated from the generate transaction code logic.

■ **Warrant Cancellation TC** Used by the Payment Processing subsystem to generate cancellation transactions. Must exist in 28A.

■ **Prior Year TC** Used in place of the transaction code in the key for transactions with effective dates in the prior year. Must exist in 28A.

■ **Treasurer's TC** Identifiess transactions needed by the Treasurer's Office. Must exist in 28A.

■ **Interface Ind** Identifies the output interfaces, if any, on which the transaction should be included.

Financial Table Posting Indicators

This segment of the profile contains the rules for posting the transaction to the R*STARS
~~ff~~inancial tables. The Summary General Ledger Table, Accounting Event Table, and History
File (HY) are always posted to maintain a complete audit trail. In addition to determining the
type of financial information (balance type) to be posted, this segment of the profile determines:

- If the transaction is an increase or decrease to the balance type.

- If the transaction requires a match (or a match is not allowed) to a previously entered
  record in the table.

- Identifies the general ledger account to be supported by the transaction in the
  Document Financial Table (primary use).

- The document to be posted to the Document Financial Table by the transaction
  (current or reference document or warrant number).

The financial table abbreviations are:

DF	Document Financial Table	**FC**	Cash Forecasting Table
AP	Appropriation Table	**GP**	Grant Table
AB	Agency Budget Table	**PJ**	Project Table
CC	Cash Control Table		

- **AGY GL** Determines which of the above eight COMP GL Accounts in the general
  ledger posting section will be supported by an agency general ledger
  account if entered on a transaction.

The remaining elements in the profile define the following:

- **A/S** "+" adds or increases normal balance.
  "-" subtracts or decreases normal balance.

- **BT** Balance type as defined in the D05 Balance Type profile.

- **Match** Primarily used for the DF and AP tables to ensure that documents and
  appropriations are correctly updated.
  M — Detail transaction must find a matching record.
  N — Detail transaction must not find a matching record.
  Blank — No match control.

- **GLA** Identifies which general ledger account from the general ledger posting

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section is to be supported by the transaction in the Document Financial Table (primary use). AGY/GL identifies which general ledger account is supported by the agency general ledger account entered on the Transaction Entry screen.

1 — Dr 1

2 — Cr 1

3 — Dr 2, etc.

■ **Doc**   Determines the document number to be used to post to the DF Table. Valid values are:

    1 — Current Document Number

    2 — Reference Document Number

A complete list of FACS user classes (R*STARS and ADPICS) is included in the ADPICS/ R*STARS Security Manual, which is prepared, updated, and distributed by DMB, Office of Financial Management (OFM). To obtain a current copy, please contact the OFM Security Manager.

R*STARS user classes can also be listed by ordering the MAIN FACS DAFQD660 Report.

A complete list of commodity codes is available on-line via MAIN FACS by inquiry on the ADPICS PCHL1100 Commodity Table Inquiry screen or the Contract and Payment Express Web site. DMB-OFM, Vendor File Section prepares the vendor registration packets, which list commodity codes, as well. Contact DMB-OFM, Vendor File Section for vendor registration packets, if necessary.

A complete listing of comptroller object codes is available from the D10 profile, by ordering the MAIN FACS DAFQD100 Report. For questions regarding use of comptroller object codes, contact your DMB-OFM liaison.

A complete listing of payment reason (status) codes is located in the R*STARS Reference Manual, Appendix B, Chapter 6. It is also maintained in the MAIN FACS (R*STARS) D53 profile. Questions concerning the list should be directed to the MAIN FACS Client Services Manager. Questions concerning usage of codes should be directed to your DMB-OFM liaison.

28B Transaction Code Description Profile

This profile provides textual comments for transaction codes established in 28A and defines processing rules related to valid general ledger account codes, valid comptroller objects, document types, and batch types. Examples of the 28A and 28B screens are provided for a sample transaction code to record a claim payable, previously encumbered. This example is ~~ss~~shown on the following page.

```
S28B 2.0                        R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                   TRANS CODE DESCRIPTION PROFILE                 FACS

 TRANS CODE:       (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION:




I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ","."


I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ","."


ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("%" IN #1 = ALL VALID)
 1:      2:      3:      4:      5:      6:      7:      8:      9:      10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("%" IN #1 = ALL VALID)
 1:      2:      3:      4:      5:      6:      7 :     8:      9 :     10:
  TREAS CAT:                                       STATUS CODE: A
 EFF START DATE:           EFF END DATE:           LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

R*STARS

Data Entry Guide
On-Line Procedures

28A and B Sample Transaction Code~~e~~

```
S28A VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  03/21/01 08:46 AM
LINK TO:              TRANSACTION CODE DECISION PROFILE              PROD

TRAN CODE: 225 TITLE: VOUCHERS PAYABLE-ENCUMBERED
GENERAL LEDGER   DR-1: 3501 CR-1: 1211 DR-2:      CR-2:
     POSTING    DR-3:      CR-3:      DR-4: 3011 CR-4: 2735
TRANS     DOCD I DUDT   SVDT   CDOC R RDOC I MODI I AGCY R  IDX R  PCA R COBJ R
 EDIT     AOBJ   RVRS N PDT R   CI   1099   WARR   INVC   VNUM R VNAM R VADD R
 INDS:    DMETH R APN# R FUND R GLA N  AGL N GRNT   SUBG   PROJ   MULT   DI#
POST SEQ: 1 REG NO: 2 WW IND: 1 D/I: D FUTMY: N CUM POST: Y  NET CASH: +
TCS: ACCR:    COFSET:    DDLIQ: 380 PLIQ: 380 PRED: 395 GEN:    DT:
   WWCNCL: 385    PY:       TR:
  IN IND:
 FILE POSTING INDICATORS
   DF      AP     AB     CC      FC     GP     PJ     AGY GL
A/S    +   +   -  +   -  +              -  +   -  +
BT     03 04  18 17   18 17          18 17  18 17
MATCH  M  M
GLA    8  8
DOC    2  2                                   STATUS CODE: A
 EFF START DATE: 10011994  EFF END DATE: 09302001  LAST PROC DATE: 10011996



F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

```
S28B VER 2.0   STATE OF MICHIGAN PRODUCTION REGION (PMAIN)   03/21/01 08:50 AM
LINK TO:             TRANS CODE DESCRIPTION PROFILE              PROD

 TRANS CODE: 225   (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO ISSUE A VOUCHERS PAYABLE PREVIOUSLY ENCUMBERED.
           THIS TC POSTS ACCRUED EXPENDITURES. USE TC222 FOR
            VOUCHERS PAYABLE NOT PREVIOUSLY ENCUMBERED. USE
           TC220 FOR REVENUE REFUND. THIS TC ORIGINATES IN
            ADPICS.
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".
E 0000 - 9999 ,

I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 4705 - 4809 , 4825 , 4860 , 4880 , 4996 - 6899 , 7001 - 9999 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
 1: VZ   2: V0   3: V1   4: V3   5: V4   6: V5   7: V6  8: V7   9: V8  10: V9
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE.  ("%" IN #1 = ALL VALID)
 1: A    2: 4   3:     4:     5:     6:     7:     8:     9:     10:
  TREAS CAT:                               STATUS CODE: A
 EFF START DATE: 09301993   EFF END DATE:        LAST PROC DATE: 06212000



F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

Transaction Batching

All transactions must be grouped, or batched, before entering into R*STARS. The batching process begins with grouping like transactions together. Types of batches include:

- Budgetary
- Revenues/Receipts
- Pre-encumbrances/Encumbrances
- Expenditures/Disbursements
- Journal Vouchers
- Companion Transactionss

Data input is arranged into batches in order to control the transactions entered into R*STARS. Each transaction is associated by a unique batch ID which includes a batch number. This number is used to help verify input during the daily transaction reconciliation process described later in this manual.

Batch Header Identification

Each batch is uniquely identified by a batch ID on a batch header form. This form is attached to the top page to identify each batch. The batch header form must be completed prior to submitting the transactions for input. The batch header form identifies:

- **Batch Agency**   The batch agency creating or entering the batch.

- **Batch Date**   The date the batch is created or entered.

- **Batch Type**   Identifies the type of transaction (e.g. 1-Budgetary, 2-Revenue/ Receipts, 3-Prre-encumbrances/Encumbrances, 4-Expenditures, 5-JV's, G-Companion).

- **Batch Number**   A tthree-character identifier assigned to each batch.

These four elements comprise a unique batch ID.

Batch Control

To ensure that all batches are entered in R*STARS, each organization should develop a batch control log. Whenever a batch header form is prepared, it should be recorded on the batch control log. The purpose of the log is to track all batches input to R*STARS by batch agency, batch date, type, number, batch count (the number of transactions in the batch) and batch amount, and to use it for verification against the batch summary report which is automatically generated by the system.

Batch Header Data Entry

When all data input forms are batched and logged, they are ready for data entry. The operator selects the Financial Data Entry submenu by selecting a function key (e.g., F4), entering a mnemonic ID (e.g., FIN) in the Link To field, or tabbing to that submenu line and selecting "Enter." From the Data Entry submenu, the operator selects option "500" Batch Header Entry.

Batch header information must be entered before any accounting transactions in that batch can be recorded. When a user logs on with a security agency other than "000," the agency code defaults on the batch header and the cursor is positioned at batch date. Otherwise, the cursor will begin at the batch agency field and the user may enter the agency code or select "F10" to retrieve the agency in the security record. Agency code "000" is a security agency and cannot be entered as the batch agency code.

A sample Batch Header screen follows.

```
 S500 2.0                    R★STARS ACCOUNTING           08/15/94 12:00 PM
 LINK TO:                    BATCH HEADER ENTRY                        FACS

            BATCH AGENCY:                (SIGN ON AGENCY)
             BATCH DATE:                 (MMDDYY, DEFAULTS TO TODAYS DATE)
             BATCH TYPE:
           BATCH NUMBER:

            BATCH COUNT:                 BATCH AMOUNT:

        BATCH EDIT MODE: 2               (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST
      PAYMENT DIST TYPE:                 (MUST BE IN D50 PDT PROFILE)
          DISB METH IND:                 (H, L, M, R, E OR SPACE)
         EFFECTIVE DATE:                 (MMDDYY, DEFAULTS TO TODAYS DATE)
            FAST ENTRY:                  (M/S/I/P)
               USER ID: RSTARS04         KRISTA KORHONEN
             USER CLASS: 02
    ACTION CODE AGENCY:
           ACTION CODE:




 F1-HELP    F9-INTERRUPT    F10/F11-SAVE    CLEAR-EXIT
```

The detail batch header input coding instructions begin on the following page.

500 BATCH HEADER
INPUT CODING INSTRUCTIONS

■ **Batch Agency**   This field is required, but it will default to the User's Security Agency associated with the user ID in the 96A Security profile. If the user's Security Agency is "000," the agency code may be entered or retrieved from the Security record. Must exist in the D02 Agency profile.

■ **Batch Date**   Enteer the six-digit batch date in MMDDYY format. Defaults to the System Management current effective date. It is usually the date the batch was entered.   Any valid date can be input.

■ **Batch Type**   Enter thee one-character batch type. (Required). Some of the valid batch types for data entry and the screens they access are:
   1 — Budgetary (503)
   2 — Revenues/Receipts (504)
   3 — Pre-encumbrances/Encumbrances (505)
   4 — Expenditures/Disbursements (505)
   5 — Journal Voucher (501)
   G — Compannion (509)

There are other batch types which are system-generated. All the batch types are defined in the 90 Help profile with a keyword "BATCHTYPE."

The batch type determines which of the Transaction Entry screens will be accessed for data entry. Each batch should contain only one type of transaction. All the transactions within a batch should be the same type and the batch type must be valid for all of the transactions in the batch. Valid batch types for each transaction code are found in the 28B Transaction Code Description profile.

■ **Batch
Number**   Enteer the three-character batch number. (Required)

■ **Batch Count**   Enter the total number of transactions in the batch. (Optional) Up to five digits may be entered. Do not count the Batch Header as a transaction. This field is optional and should only be used if the batch balancing feature is to be utilized.

■ **Batch Amount**   Enter the total amount of all transactions in the batch, up to 11 digits with a two-digit decimal. (Optional) This is an absolute amount that does not consider positives or negatives. This field is optional and should only be used if the batch-balancing feature is to be utilized. The batch count and the batch amount are control figures entered by the operator. These amounts are compared to the computed count and amount fields (displayed on the Batch Balancing screen) to determine if the batch is in balance.

■ **Batch Edit Mode**   The Batch Edit Mode indicator will default based on the operator's security record. Valid Edit Mode indicators are:
  0 — No On-line Editing or Posting.
  1 — On-line Data Editing, Fund Control edits posting performed in batch.
  2 — On-line Editing (Data and Fund Control) and On-line Posting.
  — if the user's security record has a "0" Edit Mode indicator, the default is "0" and it cannot be changed.
  — if the user's security record has a "1" Edit Mode indicator, the default is "1" and it can be changed to "0."
  — if the user's security record has a "2" Edit Mode indicator, the default is "2," and it can be changed to "0" or "1."

■ **Payment Distribution**   Leave blank or enter a payment distribution type. If left blank, the payment distribution type will default to the value on the systemwide Vendor profile or the value entered on the Transaction Entry screen. If entered, it must exist in the D50 Payment Distribution Type profile.

■ **Disb Meth Ind**   Enter the one-character Disbursement Method indicator as follows:

  H   — Hold
  L   — Local
  M   — Manual
  R   — Release
  E   — Expedite
  Blank — No Action

■ **Effective Date**   Defaults to the System Management Current Effective Date in MMDDYY format. May be overridden on individual transactions within the batch. If a future date is input, the batch will not be processed until the future effective date is reached.

■ **Fast Entry** Enter~~r~~ the one-character Fast Entry indicator as follows:

M — Multiple Vendor Fast Entry.
S — Single Vendor Fast Entry.
I — Multiple Invoice Fast Entry.
P — Open Document Fast Entry.
Blank — No Fast Entry screen is selected, the Detail Transaction Entry screen is based on the batch type.

Fast Entry options are valid only when the Batch Edit mode is "0" or "1." (Not used in Michig~~aa~~n)

■ **User ID** Co~~o~~ntains the system-generated user ID.

■ **User Class** Contain~~ss~~ the system-generated user class.

■ **Action Code Agency** Leave bl~~aa~~nk.

■ **Action Code** L~~ee~~ave blank.

```
S500 2.0                    R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                    BATCH HEADER ENTRY                          FACS

          BATCH AGENCY: KAK             (SIGN ON AGENCY)
            BATCH DATE: 012094          (MMDDYY, DEFAULTS TO TODAYS DATE)
            BATCH TYPE: 1
          BATCH NUMBER: 001

           BATCH COUNT: 00002           BATCH AMOUNT: 250000.00

       BATCH EDIT MODE: 2               (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST
     PAYMENT DIST TYPE:                 (MUST BE IN D50 PDT PROFILE)
         DISB METH IND:                 (H, L, M, R, E OR SPACE)
        EFFECTIVE DATE: 012094          (MMDDYY, DEFAULTS TO TODAYS DATE)
            FAST ENTRY:                 (M/S/I/P)
               USER ID: RSTARS04        RSTARS USER NAME
            USER CLASS: 02
    ACTION CODE AGENCY: 001
           ACTION CODE: 002




F1-HELP    F9-INTERRUPT    F10/F11-SAVE    CLEAR-EXIT
```

When all the elements from the batch header have been entered, select "F10" or "F11." This will save the batch header data and retrieve one of the Financial Transaction Entry screens.

The information entered on the batch header is automatically included on every transaction entered for that batch. R*STARS automatically assigns a sequence number to each transaction within the batch which, when appended to the batch ID, creates the transaction ID. In other words, every transaction recorded in R*STARS is uniquely identified by the transaction ID. The transaction ID contains the following elements:

- Batch Agency
- Batch Date
- Batch Type
- Batch Number
- Sequence Number

In summary the Transaction Entry screens are:

501	Journal Voucher Transaction Entry
503	Budgetary Transaction Entry
504	Revenue/Receipts Transaction Entry
523	Customer Receipts **(Not used in Michigan)**
505	Pre-encumbrance/Encumbrance Expenditure Transaction Entry
506	Single Vendor Fast Entry **(Not used in Michigan)**
507	Multiple Vendor Fast Entry **(Not used in Michigan)**
508	Multiple Invoice Fast Entry **(Not used in Michigan)**
509	Companion Transaction Entry
516	Open Document Fast Entry **(Not used in Michigan)**

Detail Coding Instructions

A list of each Transaction Entry screen along with its elements and coding instructions for each is provided in the following pages. Many of the coding elements are required, not allowed, or optional depending on the 28A and 28B Transaction Code profiles. Also, indicators on other profiles throughout R*STARS may determine the coding requirements. As it is applicable, these rules are discussed.

The following elements are required on all transactions regardless of the transaction code used:

- Amount
- Effective Date
- Agency
- Transaction Code
- Appropriation Year

Multipurpose Codee (MPCD)

In general, the multipurpose code field is an optional field. However, it is required for allotments if the user has established profiles to require that type of editing. Detail is provided in the Help text.

The editing of the multipurpose code is controlled through two user-controlled profiles:

1. 28A Transaction Code Decision Profile. This profile can determine whether the multipurpose code field is required (see error code E49 "MULTIPUR REQUIRED") or whether the multipurpose code field is not allowed (see error code E39 "MULTIPUR NOT BLANK").

2. D53 Titles profile (TABLE_ID = 'ALLT). If the user establishes entries in this D53 Titles Profile, then the selected budgetary transaction codes are edited for the multipurpose code. The errorr code "EJG" is issued if the budgetary transaction codes do not have the correct coding in the multipurpose code field. Valid values for the multipurpose code field are as followss when the Transaction Code used on input references the D53 Titles Profile "ALLT":

    - m - 12 monthly allotments are generated
    - q - 4 quarterly allotments are generated
    - nn - one allotment generated for month specified where nn = 01 - 12
    - nnnnnnn - 4 allotments generated based on percentages specified where total of positions 1 & 2 + 3 & 4 + 5 & 6 + 7 & 8 = 100%

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501 JOURNAL VOUCHER TRANSACTION ENTRY

This screen is accessed from the Batch Header Entry screen (500) when a batch type of "5" is selected. It is used for journal entries.

```
S501 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:            JOURNAL VOUCHER TRANSACTION ENTRY         NOTE:     FACS

BATCH: AGENCY KAK DATE 012094 TYPE 5 NO 001 SEQ NO 00001 MODE EDIT AND POST
 DOC DATE:          EFF DATE: 052094  DUE DATE:        SERV DATE:
  CUR DOC/SFX:             REF DOC/SFX:                AGENCY:
   TRANS CODE:
        INDEX:
          PCA:                                                  AY: 94
COMP/AGY OBJ:
        AMOUNT:                RVS:            FUND OVRD:
    DOC COUNT:             DOC AMT:             DOC AGY: KAK
  GL ACCT/AGY:                                 BANK ID:
  DESCRIPTION:
      APPN NO:
         FUND:          GRANT NO/PH:           SUBGRANTEE:
                        PROJ NO/PH:
         MPCD:             AGY CODE-1:     2:       3:
DEBT/INVEST ISSUE #:
                                             RTI:



 F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
 F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

- ■ **Batch Agency**   Batch agency identified on the batch header (system generated).

- ■ **Batch Date**   Batch date identified on the batch header (system generated).

- ■ **Batch Type**   Batch type identified on the batch header (system generated).

- ■ **Batch Number**   Batch number identified on the batch header (system generated).

- ■ **Sequence Number**   Contains the system generated sequence number. The sequence number indicates the transaction number within a batch.

- ■ **Mode**   The batch edit mode identified on the batch header (system generated).

- ■ **Note**   The one-characterrr Electronic Note indicator indicates whether an electronic note is attached to the document. This field is system generated. The electronic note is used to tie miscellaneous text to a document. After a batch header is created and a transaction is written, the user may link to the

103 Electronic Notepad screen from entry screens 501, 503, 504 and 505 by typing "NOTE" to add a note to tie to a document. After a document is final approved, the attached note cannot be changed.
Y — Notepad attached
N — No notepad is attached

■ **Doc Date**   Enter the six-digit document date in MMDDYY format. This field typically identifies the date the document was created.

■ **Eff Date**   Enter the six-digit required effective date in MMDDYY format. The effective date defaults from the batch header. A different effective date may be entered on each transaction within a batch, and it will override the batch header effective date. The effective date determines which month and year the transaction will post. If a month or year is closed, or future or prior month/year postings are not allowed, the system edits against the effective date to determine if the transaction can be posted.

■ **Due Date**   Enter the six-digit due date in MMDDYY format. This field identifies the date a warrant or direct deposit will be generated if it is error-free, released and approved. It can also identify the date on which accounts receivable are due. If left blank, the Payment Processing subsystem will generate a payment as soon as the payable is error-free, released and approved (in the next batch cycle).

■ **Serv Date**   Enter the six-digit service date in MMDDYY format. This field identifies the date in which goods or services are received or rendered. For example, for purchased items the service date would be the day the merchandise was received; for recurring expenses such as rent, the service date may be the first day of the month; and for payroll, the service date would be the last day of the pay period. Additionally, the service date is used to edit against the Final Post Date on the 27 Project Control profile and the 29 Grant Control profile if the Service Date Control indicator in the related profile is "Yes." The service date must be on, or before, the final post date (close out date) of the project or grant.

■ **Cur Doc/SFX**   Enter ~~uu~~up to an eight-character current document. The current document is
                       automatically left justified. Enter the three-digit current document suffix
                       (required when the current document number is entered). The first two
                       characters of the current document are the document type. The document
                       type provides a means for categorizing documents and must be valid in the
                       33 Document Control profile. The valid document types for each
                       transaction code are identified in the 28B Transaction Code Description
                       profile.

                       Po~ss~ssible Values: Receivables   —   Type "AA"
                                           En~ec~ecumbrances   —   Type "NR"

■ **Re~ff~ff Doc/SFX** Enter up to an eight-character reference document, plus a three-digit suffix.
                       The reference document is automatically left justified. The suffix is always
                       required when the reference document is entered. The reference document
                       identifies a document that has been previously entered in R*STARS.

                       For example, an encumbrance is established to reserve spending authority.
                       When the goods or services are paid for, the original encumbrance is
                       referenced as the reference document/SFX to reduce the reserve of
                       spending authority.

                       A Receipts reference document number may be selected for a particular
                       vendor when the vendor number is entered on the Transaction Entry screen
                       and the user interrupts to 59 Vendor Document Inquiry screen. All
                       documents associated with this vendor are displayed on 59. The user may
                       select a document and end the interrupt. The document number is carried
                       to the reference document and suffix field on the Transaction Entry screen.
                       The document amount will also be carried over if the document amount on
                       the Transaction Entry screen is blank or greater than the reference
                       document amount.

■ **Agency**   Ent~ee~er a three-character agency code. This is a required field and must
                       exist in the D02 Agency profile. It defaults to the user's security agency.
                       This field identifies the fiscal agency for which the transaction is posted. It
                       may be different from the description and document agency.

■ **Trans Code**   Enter~r~ the three-digit transaction code. Must exist in the 28A Transaction
                       Code Decision profile and the 28B Transaction Code Description profile.
                       This is required for all transactions. Identifies the accounting impact
                       (debits and credits) to be recorded in R*STARS. The transaction code
                       keyed determines how the rest of the transaction will be entered in that it
                       determines which elements are required, must be input on transaction
                       entry, or are not allowed. It also determines the valid document types,

batch types, general ledger accounts and comptroller objects for the transaction.

■ **Index**   Enteer the five-digit index code. When entered, index must exist in the 24 Index Code profile. The index is required to be entered or looked up when the Agency Budget by Organization indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. Index may look up the PCA and/or the PCA can look up the index. Index is used as a coding reduction tool.

■ **PCA**   Enteer the five-digit program cost account code. When entered, PCA must exist in the 26 Program Cost Account profile. The PCA is required to be entered or looked up if the Budget By Program indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. The PCA may look up the index. PCA is required in order to look up fund and function.

■ **AY**   Enteer a two-digit appropriation year. This is a required field. It defaults to the current fiscal year identified in the 97 System Management profile. Appropriation year identifies the year for which funds were appropriated by the legislature.

■ **Comp/Agy Obj**   Enteer a four-digit comptroller object and/or a four-digit agency object. If comptroller object is entered it must exist in D10 Comptroller Object profile. If agency object is entered, it must exist in D11 Agency Object profile. If both the agency object and the comptroller object are entered, the comptroller object looked up by the agency object in the D11 profile must be the same as the comptroller object entered on the transaction.

The 28B profile defines the range of comptroller objects that are allowed or disallowed for each transaction. This is to ensure that the object used is consistent with the type of transaction. For example, when recording a revenue transaction only, the range of revenue comptroller objects would be valid.

Additionally, agency object is required or not allowed depending on the agency object indicator in the 25 Agency Control profile. If the agency object indicator is "N," the agency object is not allowed. If the indicator is "R," "E," or "B," the agency object may be required depending on the type of transaction entered.

■ **Amount**

Ent~~ee~~r up to an 11-digit number and a two-digit decimal amount. Amount is required for all transactions. If the amount is entered as:
    1000 the result is 10.00
    10.00 the result is 10.00
    10. the result is 10.00

■ **RVS**

Thi~~ss~~ field can be left blank. A value of the one-character reverse code "R" reverses the impact of the transaction. The 28A Transaction Code Decision profile identifies whether this element is required, must be input, is optional, or not allowed.

■ **Fund Ovrd**

Enter the one-character fund overrid~~ee~~ as follows:
Blank — Fund Controls Not Overridden
A   — Override Agency-Level Fund Controls
W   — Override Statewide and Agency-level Fund Controls

The fund control override data element on a financial transaction identifies whether or not fund control errors are to be overridden for that transaction as well as the level at which they are to be overridden.

A user with agency-level fund control override authority (i.e. fund control override authority set to "0") may leave the fund control override element blank or enter an "A." If an "A" is entered, all agency-level fund control errors are overridden. If a "W" is entered, an EF6 error is issued.

A user with statewide fund control override authority (i.e. fund control override authority set to "1") may leave the fund control override element blank, enter an "A," or enter a "W." If an "A" is entered, all agency-level fund control errors are overridden. If a "W" is entered, all agency-level and statewide errors are overridden.

A user with statewide encumbrance/accrual fund control override authority (i.e. fund control override Authority set to "2") may also leave the fund control override element blank, enter an "A," or enter a "W." If an "A" is entered, all agency-level fund control errors are overridden. If a "W" is entered, all agency-level and statewide encumbrance/accrual errors are overridden. Other statewide fund control errors are not overridden.

■ **Doc Count**

The document count is a system generated field that will automatically increment when greater than one reference document is referenced for a single current document.

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■ **Doc Amt**   Enter u~~pp~~ to an 11-digit number and a two-digit decimal amount. Document amount is required if the document type requires balancing as defined in the 33 Document Control profile. The document amount is the sum of all transactions entered for a particular document number. The sum is calculated ~~without regard to any sign. If the document requires balancing in net cash, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released.~~ without regard to any sign. If the document requires balancing in net cash, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released.

If th~~ee~~ document requires balancing in net cash, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released.

■ **Doc Agy**   Enter a thr~~ee~~e-character document agency code. If entered, it must be in the D02 Agency profile. The document agency represents the agency that created and is responsible for the document. It defaults to the batch agency. It is a required element for tracked documents.

■ **GL Acct/Agy**   Enter a fou~~rr~~-digit Comptroller general ledger account and/or an eight-digit agency general ledger account. If comptroller general ledger account is entered, it must exist in the D31 Comptroller General Ledger Account profile. If agency general ledger account is entered and the D31 comptroller general ledger account edit type is "D" (for a Due To/Due From account), then the agency general ledger account is edited as follows: The first three bytes represent the fiscal agency and must exist in the D02 Agency profile, the next four bytes represent the fund and must exist in the D23 Fund profile, and the last byte must be zero.

If the D31 comptroller general ledger edit type is "A" for Agency or "S" for State level, the agency general ledger account must exist in D32 Agency General Ledger Account profile. If both the comptroller general ledger account and the agency general ledger account are entered, the comptroller general ledger account looked up by the Agency General Ledger Account in the D32 profile must equal the comptroller general ledger account entered on the transaction. Note that the comptroller general ledger account is normally looked up by the transaction code and is not usually coded on input. Additional rules apply to the agency general ledger account when the D31 general ledger edit type is "A" or "S." If the agency has established agency general ledger accounts in the D32 Agency General Ledg~~ee~~er profile for a particular comptroller general ledger account

State of Michigan, Version 2.0

and the agency posts a transaction to the comptroller general ledger
account, the user will be required to input an agency general ledger account
on the transaction. This ensures consistent use of agency general ledger
account.

■ **Bank ID**   ~~Enter a three-character bank ID, used to identify the ABA (American Banking Association) transit number and bank account number. This ID must exist in the D56 Bank ID profile, and the user must have security access.~~ Enter a three-character bank ID, used to identify the ABA (American Banking Association) transit number and bank account number. This ID must exist in the D56 Bank ID profile, and the user must have security access.

■ **Description**   Enter a description for the transaction up to 30 characters. The agencies
may code this field as desired in order to provide information about the
transaction being entered. If entered on a payable transaction, it will be
printed on the payment remittance advice.

■ **Appn No**   Ent~~ee~~r the five-digit appropriation number. When entered, it must exist in
the 20 Appropriation profile. This field identifies each budgeted line item
in the general appropriations act as well as other appropriated items
belonging to the agency. Generally, it is looked up by the index or PCA.

■ **Fund**   ~~Enter~~ Enter the four-digit fund. When entered, it must exist in D23 Fund
profile. The fund is the lowest level of the fund structure and is assigned
by the agencies to meet their internal accounting needs. Each fund looks
up an appropriated fund (which is systemwide and defined in the D22
Appropriated Fund profile) and a GAAP subfund (defined in the D68
GAAP Subfund profile). Fund may be inferred by either index or PCA.

■ **Grant No/Ph**   Ent~~ee~~r the six-character grant number and the two-digit grant phase. When
entered, they must exist in the D47 Grant Number and the 29 Grant Control
profiles respectively. The grant number and grant phase elements are setup
as a means for accumulating grant expenditures, revenues, receipts,
budgets and statistical information in R*STARS. These elements define
how costs are accumulated. When the grant number and phase are coded
or looked up on accounting transactions, the financial or statistical data is
recorded in the Grant Financial Table. The grant number and phase may
be inferred by index, project/phase, subgrantee ~~(subgrantee is not used in Michigan)~~ (subgrantee is not used in Michigan) or PCA.

■ **Subgrantee**   Ente~~rr~~ the 14-digit subgrantee code. When entered, it must exist in 31
Subgrantee profile. Subgrantees are other agencies, localities, etc., who

receive portions of pass-through grants. The grant must account for advances and expenditures made to the subgrantees. If the subgrantee entered on the transaction looks-up a grant number, phase, and agency code 1 they must exist in their respective profiles. **(Not used in Michigan)** **(Not used in Michigan)**

■ **Proj No/Ph**   Enter thee six--character project number and the two-digit project phase. When entered, they must exist in D42 Project Number and the 27 Project Control profiles, respectively. The project number and project phase elements are established to accumulate project expenditures, revenues, budgets and statistical information. This profile defines how costs are accumulated. Project-related information is recorded in the Project Financial Table. The project number and phase may be inferred by the index or PCA.

■ **MPCD**   Enteer the 10-character multipurpose code or leave blank. It is an agency-defined field which can be used for any coding purpose. The multipurpose code may be inferred from either the index or PCA or may be entered manually. The multipurpose code may be used for automatic generation of allotment transactions. The values must follow a specific pattern as described below:

M	—	12 monthly allotments are generated.
Q	—	4 quarterly allotments are generated.
NN	—	1 allotment is generated for month specified where NN = 01-12.
NNNNNNNN	—	4 allotments generated based on percentages specified where total of positions 1&2+3&4+5&6+7&8=100%.

■ **Agy Cd 1**   Enteer the four-character agency code 1 or leave blank. If entered, it must exist in the D26 Agency code 1 profile. Agency code 1 is an agency-defined field which can be used for a further breakdown of grant phase. It may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 2**   Enteer the four-character agency code 2 or leave blank. If entered, it must exist in the D27 Agency Code 2 profile. Agency code 2 is an agency-defined field which can be used for a further breakdown of project phase. It may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 3**   Enter thee six-character agency code 3 or leave blank. If entered, it must exist in the D36 Agency Code 3 profile. Agency code 3 is an agency-defined field which can be used for any coding purpose. It may be inferred from either index or PCA or may be entered manually.

■ **Debt/**
Investment
Issue #

Enteer the nine-character debt/investment issue number. If entered, it must
exist in the D29 Debt/Investment profile. This element can be used on
either Bonds Payable or Investment transactions. For example, on debt
transactions the D/I issue number categorizes the debt as either general
obligation, revenue or other. **(Not used in Michigan) (Not used in**
Michigan)

■ **RTI**

Enteer the six-digit recurring transaction index. When entered, it must
exist in 550 Recurring Transaction profile. The RTI is an element used
during data entry as a coding reduction tool to recall predefined coding
blocks on-line. The coding block elements for the recurring transaction are
pre-defined in the 550 Recurring Transaction profile. The RTI may be
directly input on any of the 500 series screens. A PCA, project or grant
may also look up a recurring transaction index.

If the RTI has an RTI Type = "S" in the 550 Recurring Transaction profile,
it is used to perform fund split. See section 3.4 for more information on
fund split.

503 BUDGETARY TRANSACTION ENTRY

This screen is selected when a Batch Type of "1" is entered in the batch header. It is used for budgetary transactions.

```
S503 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                   BUDGETARY TRANSACTION ENTRY          NOTE:     FACS

BATCH: AGENCY ADA DATE 070193 TYPE 1 NO 300 SEQ NO 00001 MODE EDIT AND POST
    DOC DATE:                   EFF DATE:
 CUR DOC/SFX:              REF DOC/SFX:                    AGENCY:
  TRANS CODE:
       INDEX:
         PCA:                                                   AY:
COMP/AGY OBJ:
      AMOUNT:                  RVS:            FUND OVRD:
   DOC COUNT:           DOC AMT:              DOC AGY:
  DESCRIPTION:


     APPN NO:                  FUND:            GL ACCT/AGY:
  GRANT NO/PH:           SUBGRANTEE:            PROJ NO/PH:
   MPCD:            AGY CD-1:      2:      3:             RTI:




F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

- ◼ **Batch Agency**   Batch agency identified on the batch header (system generated).

- ◼ **Batch Date**   Batch date identified on the batch header (system generated).

- ◼ **Batch Type**   Batch type identified on the batch header (system generated).

- ◼ **Batch Number**   Batch number identified on the batch header (system generated).

- ◼ **Sequence Number**   Contains the system generated sequence number. The sequence number indicates the transaction number within a batch.

- ◼ **Mode**   The batch edit mode identified on the batch header (system generated).

- ◼ **Note**   The~~ee~~ one-character Electronic Note indicator indicates whether an electronic note is attached to the document. This field is system generated. The electronic note is used to tie miscellaneous text to a document. After a batch header is created and a transaction is written, the user may link to the 103 Electronic Notepad screen from entry screens 501, 503, 504 and 505

by typing "NOTE" to add a note to tie to a document. After a document is final approved, the attached note cannot be changed.

Y — Notepad attached
N — No notepad is attached

■ **Doc Date**   Enteer the six-digit document date in MMDDYY format. This field typically identifies the date the document was created.

■ **Eff Date**   Enterr the six-digit required effective date in MMDDYY format. The effective date defaults from the batch header. A different effective date may be entered on each transaction within a batch, and it will override the batch header effective date. The effective date determines which month and year the transaction will post. If a month or year is closed, or future or prior month/year postings are not allowed, the system edits against the effective date to determine if the transaction can be posted.

■ **Cur Doc/SFX**   Enter thee current document, up to eight characters. The current document is automatically left justified. Enter the three-digit current document suffix (required when the current document number is entered). The first two characters of the current document are the document type. The document type provides a means for categorizing documents. The valid document types for each transaction code are defined in the 28B Transaction Code Description profile.

Possible Values: Receivablees   —   Type "AA"
                      Encumbrannces   —   Type "NR"

■ **Ref Doc/SFX**   Enter the referencee document, up to eight characters plus a three-digit suffix. The reference document is automatically left justified. The suffix is always required when the reference document is entered. The reference document identifies a document that has been previously entered in R*STARS.

For example, an encumbrance is established to reserve spending authority. When the goods or services are paid for, the original encumbrance is referenced to reduce the reserve of spending authority. The original encumbrance is identified by entering it in the reference document and suffix fields.

A Receeipts reference document number may be selected for a particular vendor when the vendor number is entered on the Transaction Entry screen and the user interrupts to 59 Vendor Document Inquiry screen. All documents associated with this vendor are displayed on 59. The user may select a document and end the interrupt. The document number is carried

to the reference document and suffix field on the Transaction Entry screen. The document amount will also be carried over if the document amount on the Transaction Entry screen is blank or greater than the reference document amount.

■ **Agency**   Enteer a three-character agency code. This is a required field. It defaults to the user's Security Agency. When entered, it must exist in the D02 Agency profile. This field identifies the Fiscal Agency for which the transaction is posted. It may be different from the Batch Agency and document agency.

■ **Trans Code**   Enteer the three-digit transaction code. Must exist in the 28A Transaction Code Decision profile and the 28B Transaction Code Description profile. This is required for all transactions. The transaction code identifies the accounting impact (debits and credits) to be recorded in R✳STARS. The transaction code keyed determines how the rest of the transaction will be entered in that it determines which elements are required, must be input on transaction entry, or are not allowed. It also determines the valid document types, batch types, general ledger accounts and comptroller objects for the transaction.

■ **Index**   Enteer the five-digit index code. When entered, index must exist in the 24 Index Code profile. The index is required to be entered or looked up when the agency budget by organization indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code profile Agency Budget Posting indicators on 28A are coded. Index may look up the PCA and/or the PCA can look up the index. Index is used as a coding reduction tool.

■ **PCA**   Enteer the five-digit program cost account code. When entered, PCA must exist in the 26 profile. The PCA is required to be entered or looked up if the Budget By Program indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code profile Agency Budget Posting indicators on 28A are coded. The PCA may look up the index. PCA is required in order to look up fund and function.

■ **AY**   Enteer a two-digit appropriation year. This is a required field. It defaults to the current fiscal year identified in the 97 System Management profile. Appropriation year identifies the year for which funds were appropriated by the legislature.

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■ **Comp/Agy Obj**

Enteer a four-digit comptroller object and/or a four-digit agency object. If comptroller object is entered it must exist in D10 Comptroller Object profile. If agency object is entered, it must exist in D11 Agency Object profile. If both the agency object and the comptroller object are entered, the comptroller object looked up by the agency object must be the same as the comptroller object entered on the transaction.

The 28B profile defines the range of comptroller objects that are allowed or disallowed for each transaction. This is to ensure that the object used is consistent with the type of transaction. For example, when recording a revenue transaction only the range of revenue comptroller objects would be valid.

Additionally, agency object is required or not allowed depending on the agency object indicator in the 25 Agency Control profile. If the agency object indicator is "N," the agency object is not allowed. If the indicator is "R," "E," or "B," an agency object may be required depending on the type of transaction entered.

■ **Amount**

Enteer up to an 11-digit number and a two-digit decimal amount. Amount is required for all transactions. If the amount is entered as:
    1000 the result is 10.00
    10.00 the result is 10.00
    10. the result is 10.00

■ **RVS**

This fieeld can be left blank. A value of the one-character reverse code "R" reverses the impact of the transaction. The 28A Transaction Code Decision profile identifies whether this element is required, must be input, is optional, or not allowed.

■ **Fund Ovrd**   Enter th~~ee~~ one-character fund override as follows:

Blank — Transaction posts normally.

A — Overrides any agency fund control edits and forces the transaction to post.

W — Overrides any systemwide fund control edits and forces the transaction to post.

The fund override indicator allows the system to override fund control edits in order to post an accounting transaction. Only authorized personnel may enter this element. If entered, it is edited against the security fund override indicator on the user's 96A Security Profile record.

■ **Doc Count**   The document count is a system generated field that will automatically increment when greater than one reference document is referenced for a single current document.

■ **Doc Amt**   Enter u~~pp~~ to an 11-digit number and a two-digit decimal amount. Document Amount is required if the document type requires balancing as defined in the 33 Document Control profile. The Document amount is the sum of all transactions entered for a particular document number. If the document requires balancing in document tracking, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released. If the amount is entered as:

     1000 the result is 10.00

     10.00 the result is 10.00

     10. the result is 10.00

■ **Doc Agy**   Ent~~ee~~r a three-character document agency code. If entered, it must be in the D02 Agency profile. The document agency represents the agency that created and is responsible for the document. It defaults to the description. It is a required element for tracked documents.

■ **Description**   Enter a description for the transaction up to 30 characters. The agencies may code this field as desired in order to provide information about the transaction being entered. If entered on a payable transaction, it will be printed on the payment remittance advice.

■ **Appn No**   Ent~~ee~~r the five-digit appropriation number. When entered, it must exist in the 20 Appropriation profile. This field identifies each budgeted line item in the general appropriations Act as well as other appropriated items belonging to the agency. Generally, it is looked up by the index or PCA.

■ **Fund**   Enter~~r~~ the four-digit fund. When entered, it must exist in D23 Fund

profile. The fund is the lowest level of the fund structure and is assigned by the Agencies to meet their internal accounting needs. Each fund looks up an appropriated fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.

■ **GL Acct/Agy**   Enteer a four-digit comptroller general ledger Account and/or an eight-digit agency general ledger account. If comptroller general ledger account is entered, it must exist in the D31 Comptroller General Ledger Account profile. If agency general ledger account is entered and the D31 comptroller general ledger account edit type is "D" (for a Due To/Due From account), then the agency general ledger account is edited as follows: The first three bytes represent the fiscal agency and must exist in the D02 Agency profile, the next four bytes represent the fund and must exist in the D23 Fund profile, and the last byte must be zero.

If the D31 comptroller general ledger edit type is "A" for agency or "S" for systemwide, the agency general ledger account must exist in D32 Agency General Ledger Account profile. If both the comptroller general ledger account and the agency general ledger account are entered, the comptroller general ledger account looked up by the agency general ledger account must equal the comptroller general ledger account entered on the transaction. Note that the comptroller general ledger account is normally looked up by the transaction code and is not usually coded on input. Additional rules apply to the agency general ledger account when the D31 general ledger edit type is "A" or "S." If the agency has established agency general ledger accounts in the D32 Agency General Ledger profile for a particular comptroller general ledger account and the Agency posts a transaction to the comptroller general ledger account, the user will be required to input a general ledger account on the transaction. This ensures consistent use of agency general ledger account.

■ **Grant No/Ph**   Enteer the six-character grant number and the two-digit grant phase. When entered, they must exist in 29 Grant Control profile. The grant number and grant phase elements are setup as a means for accumulating grant expenditures, revenues, receipts, budgets and statistical information in R*STARS. These elements are established in the 29 Grant Control profile which defines how costs are accumulated and how grants are billed for each grant. When the grant number and phase are coded or looked up on accounting transactions, the financial or statistical data is recorded in the

Grant Financial Table. The grant number and phase may be inferred by indeex, project/phase, subgrantee (subgrantee is not used in Michigan) or

PCA.

■ **Subgrantee**   Ent<u>ee</u>r the 14-digit subgrantee code. When entered, it must exist in 31 Subgrantee profile. Subgrantees are other agencies, localities, etc., who receive portions of pass-through grants. The grant must account for advances and expenditures made to the subgrantees. If the subgrantee entered on the transaction looks-up a grant number, phase, and agency code 1 they must exist in the 29 Grant Control profile. **(Not used in Michigan)**

■ **Proj No/Ph**   Ent<u>ee</u>r the six-character project number and the two-digit project phase. When entered, they must exist in the 27 Project Control profile. The project number and project phase elements are established to accumulate project expenditures, revenues, budgets and statistical information. This profile defines how costs are accumulated and how reimbursable projects are billed. Project-related information is recorded in the Project Financial Table. The project number and phase may be inferred by the index or PCA.

■ **MPCD**   Ent<u>ee</u>r the ten-character multipurpose code or leave blank. It is an agency-defined field which can be used for any coding purpose. The multipurpose code may be inferred from either the index or PCA or may be entered manually. The multipurpose code is used for automatic generation of allotment transactions. The values must follow a specific pattern as described below:

M	— 12 monthly allotments are generated.
Q	— 4 quarterly allotments are generated.
NN	— 1 allotment is generated for month specified where NN = 01-12.
NNNNNNNN	— 4 allotments generated based on percentages specified where total of positions 1&2+3&4+5&6+7&8=100%.

■ **Agy Cd 1**   Ent<u>ee</u>r the four-character agency code 1 or leave blank. If entered, it must exist in the D26 Agency Code 1 profile. Agency code 1 is an agency-defined field which can be used for a further breakdown of grant phase. It may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 2**   Ent<u>ee</u>r the four-character agency code 2 or leave blank. If entered, it must exist in the D27 Agency Code 2 profile. Agency code 2 is an agency-defined field which can be used for a further breakdown of project phase. It may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 3**   Ent<u>ee</u>r the six-character agency code 3 or leave blank. If entered, it must

exist in the D36 Agency Code 3 profile. Agency code 3 is an agency-defined field which can be used for any coding purpose. It may be inferred from either index or PCA or may be entered manually.

■ **RTI**　　　　Enterr the six-digit recurring transaction index. When entered, it must exist in 550 Recurring Transaction profile. The recurring transaction index is an element used as a coding reduction tool for transactions which are recurring in nature, such as lease payments or telephone expense. The coding block elements for the recurring transaction are pre-defined in the 550 Recurring Transaction profile. The recurring transaction index may be directly input on any of the 500 series screens. A PCA, project or grant may also look up a recurring transaction index.

504 REVENUE/RECEIPTS TRANSACTION ENTRY

```
S504 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:              REVENUE/RECEIPTS TRANSACTION ENTRY        NOTE:      FACS

BATCH: AGENCY ADA DATE 070193 TYPE 2 NO 300 SEQ NO 00001 MODE EDIT AND POST
DOC DATE :         EFF DATE:         DUE DATE:         SERV DATE:
CUR DOC/SFX:             REF DOC/SFX:             MOD:    AGENCY:
  TRANS CODE:
      INDEX:
        PCA:                                                 AY:
COMP/AGY OBJ:
     AMOUNT:              RVS:          DESC:
 DOC COUNT:         DOC AMT:              DOC AGY:     FO:   BANK ID:
VEND/MC:                   NM:
PMT TYPE:    INT:     ADD1:
   BANK:              ADD2:
DISC DT:       TM:    ADD3:
 PEN DT:       TM:    ADD4:                                           CTRY:
PEN AMT:              CITY:                      ST:     ZIP:
   DI#:          APPN NO:         FUND:          GL ACCT/AGY:
 GRANT NO/PH:        SUBGRANTEE:              PROJ NO/PH:
 MPCD:           AGY CD-1:      2:      3:                RTI:



F1-HELP  F2-INVOICE  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F8-PRINT
F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

This screen appears when the Batch Type is "2." It is used for revenue and receipts transactions.

- ■ **Batch Agency**   Batch agency identified on the batch header (system generated).

- ■ **Batch Date**   Batch date identified on the batch header (system generated).

- ■ **Batch Type**   Batch type identified on the batch header (system generated).

- ■ **Batch Number**   Batch number identified on the batch header (system generated).

- ■ **Sequence Number**   Contains the system generated sequence number. The sequence number indicates the transaction number within a batch.

- ■ **Mode**   The batch edit mode identified on the batch header (system generated).

- ■ **Note**   The one-character Electronic Note indicator indicates whether an electronic note is attached to the document. This field is system generated. The electronic note is used to tie miscellaneous text to a document. After a batch header is created and a transaction is written, the user may link to the 103 Electronic Notepad screen from entry screens 501, 503, 504 and 505 by typing "NOTE" to add a note to tie to a document. After a document is final approved, the attached note cannot be changed.

State of Michigan, Version 2.0

Y — Notepad attached
N — No notepad is attached

■ **Doc Date**   Enteer the six-digit document date in MMDDYY format. This field typically identifies the date the document was created.

■ **Eff Date**   Enteer the six-digit required effective date in MMDDYY format. The effective date defaults from the batch header. A different effective date may be entered on each transaction within a batch, and it will override the batch header effective date. The effective date determines which month and year the transaction will post. If a month or year is closed, or future or prior month/year postings are not allowed, the system edits against the effective date to determine if the transaction can be posted.

■ **Due Date**   Enter thee six-digit due date in MMDDYY format. Identifies the date a warrant or direct deposit will be generated if it is error-free, released and approved. It can also identify the date on which accounts receivable are due. If left blank, the Payment Processing subsystem will generate a payment as soon as the payable is error-free, released and approved.

■ **Serv Date**   Enteer the six-digit service date in MMDDYY format. This field identifies the date in which goods or services are received or rendered. For example, for purchased items the service date would be the day the merchandise was received; for recurring expenses such as rent, the service date may be the first day of the month; and for payroll, the service date would be the last day of the pay period. Additionally, the service date is used to edit against the final post date on the 27 Project Control profile and the 29 Grant Control profile if the service date control indicator in the related profile is "Yes." The service date must be on, or before, the final post date (close out date) of the project or grant.

■ **Cur Doc/SFX**   Enteer the current document, up to eight characters. The current document is automatically left justified. Enter the three-digit current document suffix (required when the current document number is entered). The first two characters of the current document are the document type. The document type provides a means for categorizing documents. The valid document types for each transaction code are defined in the 28B Transaction Code Description profile.
Possible Values: Receivablees   —   Type "AA"
                   Encumbrancees   —   Type "NR"
Only one deposit ticket should be entered in a batch. You may enter multiple items (e.g., checks) on a deposit ticket, but you may not have

multiple deposit tickets in a batch. See Example 4 of Chapter 3, Section 3-3.

■ **Ref Doc/SFX** Enteer the reference document, up to eight characters plus a three-digit suffix. The reference document is automatically left justified. The suffix is always required when the reference document is entered. The reference document identifies a document that has been previously entered in R*STARS.

For example, an encumbrance is established to reserve spending authority. When the goods or services are paid for, the original encumbrance is referenced to reduce the reserve of spending authority. The original encumbrance is identified by entering it in the reference document and suffix fields.

A receipts reference document number may be selected for a particular vendor when the vendor number is entered on the Transaction Entry screen and the user interrupts to 59 Vendor Document Inquiry screen. All documents associated with this vendor are displayed on 59. The user may select a document and end the interrupt. The document number is carried to the reference document and suffix field on the Transaction Entry screen. The document amount will also be carried over if the document amount on the Transaction Entry screen is blank or greater than the reference document amount.

■ **Mod** Enteer a one-character modifier code or leave blank. The modifier code identifies how the document should be posted and is normally required on encumbrance transactions referencing pre-encumbrances and expenditure transactions referencing encumbrances. The valid values are:
F — Final Liquidation — the transaction represents a final payment on the pre-encumbrance or encumbrance and closes the document.
P — Partial Liquidation — the transaction represents a partial payment on the document.
A — Activatee a previously closed document.
C — Close a document to preclude further posting.
(**This field is not used onn Revenue/Receipts Transactions**)

■ **Agency** Enteer a three-character agency code. This is a required field. It defaults to the user's Security Agency. When entered, it must exist in the D02 Agency profile. This field identifies the fiscal agency for which the transaction is posted. It may be different from the batch agency and document agency.

■ **Trans Code**   Enteer the three-digit transaction code. Must exist in the 28A Transaction
Code Decision profile and the 28B Transaction Code Description profile.
This is required for all transactions. Identifies the accounting impact
(debits and credits) to be recorded in R*STARS. The transaction code
keyed determines how the rest of the transaction will be entered in that it
determines which elements are required, must be input on transaction
entry, or are not allowed. It also determines the valid document types,
batch types, general ledger accounts and comptroller objects for the
transaction.

■ **Index**   Enteer the five-digit index code. When entered, index must exist in the 24
Index Code profile. The index is required to be entered or looked up when
the agency budget by organization indicator is "Y" (Yes) on the 25 Agency
Control profile and the Transaction Code Profile. Agency Budget Posting
indicators on 28A are coded. Index may look up the PCA and/or the PCA
can look up the index. Index is used as a coding reduction tool.

■ **PCA**   Enteer the five-digit program cost account code. When entered, PCA must
exist in the 26 profile. The PCA is required to be entered or looked up if
the Budget By Program indicator is "Y" (Yes) on the 25 Agency Control
profile and the Transaction Code profile agency budget posting indicators
on 28A are coded. The PCA may look up the index. PCA is required in
order to look up fund and function.

■ **AY**   Enteer a two-digit appropriation year. This is a required field. It defaults
to the current fiscal year identified in the 97 System Management profile.
Appropriation year identifies the year for which funds were appropriated
by the legislature.

■ **Comp/Agy Obj**   Enteer a four-digit comptroller object and/or a four-digit agency object. If
comptroller object is entered it must exist in D10 Comptroller Object
profile. If agency object is entered, it must exist in D11 Agency Object
profile. If both the agency object and the comptroller object are entered,
the comptroller object looked up by the agency object must be the same as
the comptroller object entered on the transaction.

The 28B profile defines the range of comptroller objects that are allowed
or disallowed for each transaction. This is to ensure that the object used is
consistent with the type of transaction. For example, when recording a
revenue transaction only the range of revenue comptroller objects would be
valid.

Additionally, agency object is required or not allowed depending on the agency object indicator in the 25 Agency Control profile. If the agency object indicator is "N," the agency object is not allowed. If the indicator is "R," "E," or "B," an agency object may be required depending on the type of transaction entered.

■ **Amount**   Enteer up to an 11-digit number and a two-digit decimal amount. Amount is required for all transactions. If the amount is entered as:
    1000 the result is 10.00
    10.00 the result is 10.00
    10. the result is 10.00

■ **RVS**   Thiss field can be left blank. A value of the one-character reverse code "R" reverses the impact of the transaction. The 28A Transaction Code Decision profile identifies whether this element is required, must be input, is optional, or now allowed.

■ **Description**   Enter a description for the transaction up to 30 characters. The agencies may code this field as desired in order to provide information about the transaction being entered. If entered on a payable transaction, it will be printed on the payment remittance advice.

■ **Doc Count**   The document count is a system generated field that will automatically increment when greater than one reference document is referenced for a single current document.

■ **Doc Amt**   Enteer up to an 11-digit number and a two-digit decimal amount. Document amount is required if the document type requires balancing as defined in the 33 Document Control profile. The document amount is the sum of all transactions entered for a particular document number. If the document requires balancing in document tracking, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released.

■ **Doc Agy**   Enteer a three-character document agency code. If entered, it must be in the D02 Agency profile. The document agency represents the agency that created and is responsible for the document. It defaults to the batch agency. It is a required element for tracked documents.

■ **FO**   Enteer the one-character fund override as follows:
Blank — Transaction posts normally
A   — Overrides any agency fund control edits and forces the
         transaction to post.
W   — Overrides any systemwide fund control edits and forces the
         transaction to post.
The Fund Override indicator allows the system to override fund control
edits in order to post an accounting transaction. Only authorized personnel
may enter this element. If entered, it is edited against the security fund
override indicator on the user's 96A Security profile record.

■ **Bank ID**   Enteer a three-character bank ID, used to identify the ABA (American
Banking Association) transit number. This ID must exist in the D56 Bank
ID profile, and the user must have security access.

■ **Vend/MC**   Enteer the 10-digit vendor number and the three-digit vendor mail code.
The vendor number and mail code must exist in the 51 Systemwide Vendor
Mail Code Inquiry profile. The vendor number identifies the vendor from
whom a purchase was made or a service was rendered. Generally,
expenditure and encumbrance transactions will require a vendor number.

■ **NM**   Enteer up to a 50-digit name of the vendor. Generally, revenue
transactions will require a vendor name. The vendor name is looked up by
the vendor number if entered.

■ **Pmt Type**   Enteer the one-digit cash receipt payment type as follows or leave blank:
1 — Cash
2 — Checks
3 — U.S. Treasury Checks/Letters of Credit
4 — State Warrants
This iis an optional field. **(Not used in Michigan)**

■ **Int**   Enter the two-digit inteerest terms or leave blank. **(Not used in Michigan)**

■ **Add 1**   Enter address line 1 or leave blank. This field identifies the first line of the
vendor address, if needed. It is usually looked up by the vendor number
and mail code.

■ **Bank**   Enteer up to a 13-character bank name. **(Not used in Michigan)**

■ **Add 2**   Enter address line 2 or leave blank. This field identifies the second line of a vendor's address, if needed. It is usually looked up by the vendor number and mail code.

■ **Disc Dt**   Enteer the six-character discount date or leave blank. This element is for informational purposes only. **(Not used in Michigan)**

■ **TM (Discount)** Enteer the two-digit discount terms or leave blank. **(Not used in Michigan)**

■ **Add 3**   Enter address line 3 or leave blank. This field identifies the third line of the Vendor's address, if needed. It is usually looked up by the vendor number and mail code.

■ **Pen Dt**   Enteer the six-digit penalty date in MMDDYY format or leave blank. **(Not used in Michigan)**

■ **TM (Penalty)**   Enteer the two-digit penalty date interest terms or leave blank. **(Not used in Michigan)**

■ **Add 4**   Enter the address line 4. This is a required field when a vendor name is entered. Identifies the fourth line of the Vendor's address. It is usually looked up by the vendor number and mail code.

■ **Ctry**   Enteer a three-character country code or leave blank. It is usually looked up by the vendor number and mail code.

■ **Pen Amt**   Enteer up to an 11-digit number and two-digit penalty amount, or leave blank. **(Not used in Michigan)**

■ **City**   Enter the city up to 20 characters. This field is usually looked up by the vendor number and mail code.

■ **State**   Enteer the two-character state code. This field is usually looked up by the vendor number and mail code.

■ **Zip**   Enteer the nine-character zip code. If country is equal to "USA," the first five digits are required on certain transactions, the last four digits are optional. This field is usually looked up by the vendor number and mail code.

■ **DI #**   Enteer the nine-character debt/investment issue number. If entered, it must exist in the D29 Debt/Investment profile. This element can be used on

either Bonds Payable or Investment transactions. For example, on debt transactions the D/I Issue number categorizes the debt as either general obligation, revenue or oth<u>ee</u>r. **(Not used in Michigan)**

■ **Appn No**   Ent<u>ee</u>r the five-digit appropriation number. When entered, it must exist in the 20 Appropriation profile. This field identifies each budgeted line item in the General Appropriations Act as well as other appropriated items belonging to the agency. Generally, it is looked up by the index or PCA.

■ **Fund**   Ent<u>ee</u>r the four-digit fund. When entered, it must exist in D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an appropriated fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.

■ **GL Acct/Agy**   Ent<u>ee</u>r a four-digit comptroller general ledger account and/or an eight-digit agency general ledger account. If comptroller general ledger account is entered, it must exist in the D31 Comptroller General Ledger Account profile. If agency general ledger account is entered and the D31 comptroller general ledger account edit type is "D" (for a Due To/Due From account), then the agency general ledger account is edited as follows: The first three bytes represent the fiscal agency and must exist in the D02 Agency profile, the next four bytes represent the fund and must exist in the D23 Fund profile, and the last byte must be zero.

If the D31 comptroller general ledger edit type is "A" for agency or "S" for systemwide, the agency general ledger account must exist in D32 Agency General Ledger Account profile. If both the comptroller general ledger account and the agency general ledger account are entered, the comptroller general ledger account looked up by the agency general ledger account must equal the comptroller general ledger account entered on the transaction. Note that the comptroller general ledger account is normally looked up by the transaction code and is not usually coded on input. Additional rules apply to the agency general ledger account when the D31 general ledger edit type is "A" or "S." If the agency has established agency general ledger accounts in the D32 Agency General Ledger profile for a particular comptroller general ledger account and the Agency posts a transaction to the comptroller general ledger account, the user will be required to input a general ledger account on the transaction. This ensures consistent use of agency general ledger account.

■ **Grant No/Ph**   Enteer the six-character grant number and the two-digit grant phase. When entered, they must exist in 29 Grant Control profile. The grant number and grant phase elements are setup as a means for accumulating grant expenditures, revenues, receipts, budgets and statistical information in R*STARS. These elements are established in the 29 Grant Control profile which defines how costs are accumulated and how grants are billed for each grant. When the grant number and phase are coded or looked up on accounting transactions, the financial or statistical data is recorded in the Grant Financial Table. The grant number and phase may be inferred by index, project/phase, subgrantee (subgrantee is not used in Michigan) or PCA.

■ **Subgrantee**   Enteer the 14-digit subgrantee code. When entered, it must exist in 31 Subgrantee profile. Subgrantees are other agencies, localities, etc., who receive portions of pass-through grants. The grant must account for advances and expenditures made to the subgrantees. If the subgrantee entered on the transaction looks-up a grant number, phase, and agency code 1 they must exist in the 29 Grant Control profile. (**Not used in Michigan**)

■ **Proj No/Ph**   Enteer the six-character project number and the two-digit project phase. When entered, they must exist in the 27 Project Control profile. The project number and project phase elements are established to accumulate Project expenditures, revenues, budgets and statistical information. This profile defines how costs are accumulated and how reimbursable projects are billed. Project-related information is recorded in the Project Financial Table. The project number and phase may be inferred by the index or PCA.

■ **MPCD**   Enteer the 10-character multipurpose code or leave blank. It is an agency-defined field which can be used for any coding purpose. The multipurpose code may be inferred from either the index or PCA or may be entered manually. the multipurpose code may be used for automatic generation of allotment transactions. The values must follow a specific pattern as described below.

M	— 12 monthly allotments are generated.
Q	— 4 quarterly allotments are generated.
NN	— 1 allotment is generated for month specified where NN = 01-12.
NNNNNNNN —	4 allotments generated based on percentages specified where total of positions 1&2+3&4+5&6+7&8=100%.

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- **Agy Cd 1** Enteer the four-character agency code 1 or leave blank. If entered, it must exist in the D26 Agency Code 1 profile. Agency code 1 is an agency-defined field which can be used for a further breakdown of grant phase. It may be inferred from either index or PCA or may be entered manually.

- **Agy Cd 2** Enteer the four-character agency code 2 or leave blank. If entered, it must exist in the D27 Agency Code 2 profile. Agency code 2 is an agency-defined field which can be used for a further breakdown of project phase. It may be inferred from either index or PCA or may be entered manually.

- **Agy Cd 3** Enteer the six-character agency code 3 or leave blank. If entered, it must exist in the D36 Agency Code 3 profile. Agency code 3 is an agency-defined field which can be used for any coding purpose. It may be inferred from either index or PCA or may be entered manually.

- **RTI** Enteer the six-digit recurring transaction index. When entered, it must exist in 550 Recurring Transaction profile. The recurring transaction index is an element used as a coding reduction tool for transactions which are recurring in nature, such as lease payments or telephone expense. The coding block elements for the recurring transaction are pre-defined in the 550 Recurring Transaction profile. The recurring transaction index may be directly input on any of the 500 series screens. A PCA, project or grant may also look up a recurring transaction index.

523 CUSTOMER RECEIPTS
(Not use~~dd~~ in Michigan)

The printing of a customer receipt is initiated by the "F8 — Print" key. The receipt is printed to a remote printer for all transactions by invoice. Following is the layout of a customer receipt with an explanation of all the elements displayed on the receipt.

```
OPERATOR ID       XXXXXXXX        R*STARS ACCOUNTING     RECEIPT NO
TERMINAL ID XXXX            OFFICIAL RECEIPT            XXXXXXXXXXXXXXXXXXXX

DATE  XX/XX/XX                             AMT  XXX,XXX,XXX.XX

RECEIVED FROM  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

VENDOR NUMBER/MC  XXXXXXXXXX XXX

DESCRIPTION  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  REF DOC NO  XXXXXXXX

AGENCY NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AGENCY NO.  XXX  MULTIPURPOSE CODE  XXXXXXXXXX
```

- ■ **Operator ID**   Th~~ee~~ operator ID is an eight-character field that identifies the user who input the receipt transactions.

- ■ **Receipt NO**   Th~~ee~~ receipt number is a 20-character field that identifies the batch agency, batch date, batch type, batch number and the last transaction sequence number for a particular vendor and/or reference document number.

- ■ **Terminal ID**   Th~~ee~~ terminal ID is a four-character field that identifies the terminal the user entered the receipt on.

- ■ **Date**   Th~~ee~~ date is an eight-character field that identifies the date of the receipt.

- ■ **Amount**   The amount is the total amount of the receipt for a particular vendor and/or reference document number.

- ■ **Received From**   The received from field is 40 characters and identifies the name of the vendor from which the cash was received.

- ■ **Vendor Number/MC**   Th~~ee~~ vendor number/mail code identifies the 13-character number for the vendor.

- ■ **Description**   The description field is the invoice description.

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- **Ref Doc No.**   The reference document number is the invoice number.

- **Agency Name**   The agency name is the name of the agency receiving the cash.

- **Agency No.**   Th~~ee~~ agency number is the three-character number identifying the agency receiving the cash.

- **Multipurpose Code**   Th~~ee~~ multipurpose code is a 10-character field that is agency defined.

505 PRE-ENC/ENC EXPEND TRANSACTION ENTRY

This screen is used to enter pre-encumbrances, encumbrances and expenditures. Entering a Batch Type of "3" or "4" will retrieve this screen.

```
S505 2.0                     R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:            PRE-ENC/ENC/EXPEND TRANSACTION ENTRY       NOTE:     FACS
BATCH: AGENCY ADA DATE 070193 TYPE 3 NO 300 SEQ NO 00001 MODE EDIT AND POST
DOC DATE:           EFF DATE:           DUE DATE:          SERV DATE:
 CUR DOC/SFX:              REF DOC/SFX:              MOD:    AGENCY:
  TRANS CODE:
      INDEX:
        PCA:                                                 AY:
COMP/AGY OBJ:
       AMOUNT:                RVS:    DISC:               1099:   FO:   PDT:
DOC COUNT:      DOC AMT:                  DOC AGY:     CI:    PROP #:
     INV NO:              DT:             DESC:
VEND/MC:                  NM:
CONT NO:             ADD1:
WARR NO:             ADD2:
APPN NO:             ADD3:
FUND:      BNK ID:   ADD4:                                          CTRY:
GL AC/AGY:              CITY:                      ST:    ZIP:
 GRANT NO/PH:           SUBGRANTEE:                PROJ NO/PH:
 MPCD:             AGY CD-1:      2:      3:       DI:          RTI:


F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

■ **Batch Agency**   Batch agency identified on the batch header (system generated).

■ **Batch Date**   Batch date identified on the batch header (system generated).

■ **Batch Type**   Batch type identified on the batch header (system generated).

■ **Batch Number**   Batch number identified on the batch header (system generated).

■ **Sequence Number**   Contains the system generated sequence number. The sequence number indicates the transaction number within a batch.

■ **Mode**   The batch edit mode identified on the batch header (system generated).

■ **Note**   The ~~ee~~ one-character Electronic Note indicator, indicates whether an electronic note is attached to the document. This field is system generated. The electronic note is used to tie miscellaneous text to a document. After a batch header is created and a transaction is written, the user may link to the 103 Electronic Notepad screen from entry screens 501, 503, 504 and 505 by typing "NOTE" to add a note to tie to a document. After a document is

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final approved, the attached note cannot be changed.

Y — Notepad attached

N — No notepad is attached

■ **Doc Date**   Enteer the six-digit document date in MMDDYY format. This field typically identifies the date the document was created.

■ **Eff Date**   Enteer the six-digit required effective date in MMDDYY format. The effective date defaults from the batch header. A different effective date may be entered on each transaction within a batch, and it will override the batch header effective date. The effective date determines which month and year the transaction will post. If a month or year is closed, or future or prior month/year postings are not allowed, the system edits against the effective date to determine if the transaction can be posted.

■ **Due Date**   Enteer the six-digit due date in MMDDYY format. Identifies the date a warrant or direct deposit will be generated if it is error-free, released and approved. It can also identify the date on which accounts receivable are due. If left blank, the Payment Processing subsystem will generate a payment as soon as the payable is error-free, released and approved.

■ **Serv Date**   Enteer the six-digit service date in MMDDYY format. This field identifies the date in which goods or services are received or rendered. For example, for purchased items the service date would be the day the merchandise was received; for recurring expenses such as rent, the service date may be the first day of the month; and for payroll, the service date would be the last day of the pay period. Additionally, the service date is used to edit against the final post date on the 27 Project Control profile and the 29 Grant Control profile if the service date control indicator in the related profile is "Yes." The service date must be on, or before, the final post date (close out date) of the project or grant.

■ **Cur Doc/SFX**   Enteer the current document, up to eight characters. The current document is automatically left justified. Enter the three-digit current document suffix (required when the current document number is entered). The first two characters of the current document are the document type The document type provides a means for categorizing documents. The valid document types for each transaction code are defined in the 28B Transaction Code Description profile.

Possible Values: Receivaables   —   Type "AA"
Enceumbrances   —   Type "NR"

■ **Ref Doc/SFX**   Enteer the reference document, up to eight characters plus a three-digit

suffix. The reference document is automatically left justified. The suffix is always required when the reference document is entered. The reference document identifies a document that has been previously entered in R*STARS.

For example, an encumbrance is established to reserve spending authority. When the goods or services are paid for, the original encumbrance is referenced to reduce the reserve of spending authority. The original encumbrance is identified by entering it in the reference document and suffix fields.

A receipts reference document number may be selected for a particular vendor when the vendor number is entered on the Transaction Entry screen and the user interrupts to 59 Vendor Document Inquiry screen. All documents associated with this vendor are displayed on 59. The user may select a document and end the interrupt. The document number is carried to the reference document and suffix field on the Transaction Entry screen. The document amount will also be carried over if the document amount on the Transaction Entry screen is blank or greater than the reference document amount.

■ **Mod**   Enteer a one-character modifier code or leave blank. The modifier code identifies how the document should be posted and is normally required on encumbrance transactions referencing pre-encumbrances and expenditure transactions referencing encumbrances. The valid values are:

   F — Final Liquidation — the transaction represents a final payment on the pre-encumbrance or encumbrance and closes the document.

   P — Partial Liquidation — the transaction represents a partial payment on the document.

   A — Activate a preeviously closed document.

   C — Close a document to preclude further posting; used for final payments.

   (This field is noot used for Revenue/Receipts Transactions)

■ **Agency**   Enteer a three-character agency code. This is a required field. It defaults to the user's security agency. When entered, it must exist in the D02 Agency profile. This field identifies the fiscal agency for which the transaction is posted. It may be different from the description and document agency.

■ **Trans Code**   Enteer the three-digit transaction code. Must exist in the 28A Transaction Code Decision profile and the 28B Transaction Code Description profile. This is required for all transactions. Identifies the accounting impact

(debits and credits) to be recorded in R*STARS. The transaction code keyed determines how the rest of the transaction will be entered in that it determines which elements are required, must be input on transaction entry, or are not allowed. It also determines the valid document types, batch types, general ledger accounts and comptroller objects for the transaction.

■ **Index** Enteer the five-digit index code. When entered, index must exist in the 24 Index Code profile. The index is required to be entered or looked up when the Agency Budget by Organization indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. Index may look up the PCA and/or the PCA can look up the index. Index is used as a coding reduction tool.

■ **PCA** Enteer the five-digit program cost account code. When entered, PCA must exist in the 26 profile. The PCA is required to be entered or looked up if the Budget By Program indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. The PCA may look up the index. PCA is required in order to look up fund and function.

■ **AY** Enteer a two-digit appropriation year. This is a required field. It defaults to the current fiscal year identified in the 97 System Management profile. Appropriation year identifies the year for which funds were appropriated by the legislature.

■ **Comp/Agy Obj** Enteer a four-digit comptroller object and/or a four-digit agency object. If comptroller object is entered it must exist in D10 Comptroller Object profile. If agency object is entered, it must exist in D11 Agency Object profile. If both the agency object and the comptroller object are entered, the comptroller object looked up by the agency object must be the same as the comptroller object entered on the transaction.

The 28B profile defines the range of comptroller objects that are allowed or disallowed for each transaction. This is to ensure that the object used is consistent with the type of transaction. For example, when recording a revenue transaction only the range of revenue comptroller objects would be valid.

Additionally, agency object is required or not allowed depending on the agency object indicator in the 25 Agency Control profile. If the agency object indicator is "N," agency object is not allowed. If the indicator is

"R," "E," or "B," agency object may be required depending on the type of transaction entered.

■ **Amount**   Enteer up to an 11-digit number and a two-digit decimal amount. Amount is required for all transactions. If the amount is entered as:
   1000 the result is 10.00
   10.00 the result is 10.00
   10. the result is 10.00

■ **RVS**   Thiss field can be left blank. A value of the one-character reverse code "R" reverses the impact of the transaction. The 28A Transaction Code Decision profile identifies whether this element is required, must be input, is optional, or now allowed.

■ **Disc**   Enteer the six-character discount date or leave blank. This element is for informational purposes only.

■ **1099**   If thee 1099 indicator is not entered, the value will default from the D10 Comptroller Object profile if the value is 0-9 when the transaction is successfully written.

■ **FO**   Enteer the one-character fund override as follows:
   Blank — Transaction posts normally
   A — Overrides any agency fund control edits and forces the transaction to post.
   W — Overrides any systemwide fund control edits and forces the transaction to post.
   The Fund Override indicator allows the system to override fund control edits in order to post an accounting transaction. Only authorized personnel may enter this element. If entered, it is edited against the Security Fund Override indicator on the user's 96A Security Profile record.

■ **PDT**   Enteer the two-character payment distribution type (PDT). The PDT defaults when the document is saved, if it exists in the 51 Systemwide Vendor Table Inquiry profile for the associated vendor ID and mail code. If entered, it must exist in the D50 Payment Distribution Type profile.

   The paymment distribution type identifies how transactions should be combined for warrants, direct deposits, and wire transfers. It also identifies how warrants should be routed and identifies whether payment will be issued in the form of a warrant, direct deposit, or wire transfer.

   A direct depositit (EFT) type PDT (e.g. DA) should be used if the vendor's

mail code is EFT ready. A non-EFT type PDT (e.g. MA) can be used with a vendor (whether or not the vendor/mail code is EFT ready).

■ **Doc Count**   The document count is a system generated field that will automatically increment when greater than one reference document is referenced for a single current document.

■ **Doc Amt**   Entter up to an 11-digit number and a two-digit decimal amount. Document amount is required if the document type requires balancing as defined in the 33 Document Control profile. The document amount is the sum of all transactions entered for a particular document number. If the document requires balancing in net cash, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released. If the amount is entered as:

      1000 the result is 10.00
      10.00 the result is 10.00
      10. the result is 10.00

■ **Doc Agy**   Enteer a three-character document agency code. If entered, it must be in the D02 Agency profile. The document agency represents the agency that created and is responsible for the document. It defaults to the description. It is a required element for tracked documents.

■ **CI**   Enteer a one-character Capitalized/Inventoried indicator as follows:
      C — Capitalized
      I — Inventoried
      M — Maintenance

      The Capitalized/Inventoried indicator is used by agencies who use the Fixed Asset Subsystem (FAS). It identifies if the purchased item is to be capitalized or inventoried, or if the transaction is for maintenance expense on capitalized assets. The Fixed Asset indicator on the 25 Agency Control profile determines whether an agency is using the FAS. The comptroller object and agency object entered on the transaction determine the Capitalized/Inventoried value. For example, if the Capitalized/ Inventoried indicator on the D10 Comptroller Object profile is "C" and the 25 FA indicator is "Y" and the transaction amount is greater than the capital threshold amount, then the Capitalized/Inventoried indicator on the transaction defaults to "C." If entered, the property number must also be entered unless the transaction is fromm ADPICS. (**Not used in Michigan**)

■ **Prop #**   Enteer a 10-digit property number. This field is required if the Capitalized/Inventoried indicator is entered unless the transaction is from

ADPICS. Must be blank if the Capitalized/Inventoried indicator is blank. It identifies each asset recorded in the Fixed Asset Subsystem as a unique item. **(Not used in Michigan)**

■ **Inv No**   Enteer a 14-character invoice number. The invoice number is generally an optional element which may be coded to associate a particular invoice with the transaction. If entered on a payable transaction, it will print on the payment remittance advice.

■ **DT**   Enteer a six-digit invoice date in MMDDYY format or leave blank.

■ **Desc**   Enter a description for the transaction up to 30 characters. The agencies may code this field as desired in order to provide information about the transaction being entered. If entered on a payable transaction, it will be printed on the payment remittance advice.

■ **Vend/MC**   Enteer the 10-digit vendor number and the three-digit vendor mail code. The vendor number and mail code must exist in the 51 Systemwide Vendor Mail Code Inquiry profile. The vendor number identifies the vendor from whom a purchase was made or a service was rendered. Generally, expenditure and encumbrance transactions will require a vendor number.

■ **NM**   Enteer up to a 50-digit name of the vendor. Generally, revenue transactions will require a vendor name. The vendor name is looked up by the vendor number if entered.

■ **Cont No**   Enteer a 10-digit contract number or leave blank. If entered, it must exist in the 30 Contract profile. **(Not used in Michigan)**

■ **Add 1**   Enter address line 1 or leave blank. This field identifies the first line of the vendor address, if needed. It is usually looked up by the vendor number and mail code.

■ **Warr No**   Enteer a nine-digit warrant number or a seven-digit direct deposit sequence number. If the Disbursement Method indicator (defined by the D50 Payment Distribution Type profile) is "M" for manual warrant, then the warrant number is required; otherwise the warrant number is system generated.

■ **Add 2**   Enter address line 2 or leave blank. This field identifies the second line of a Vendor's address, if needed. It is usually looked up by the vendor number and mail code.

■ **Appn No**   Ent<u>ee</u>r the five-digit appropriation number. When entered, it must exist in
the 20 Appropriation profile. This field identifies each budgeted line item
in the General Appropriations Act as well as other appropriated items
belonging to the agency. Generally, it is looked up by the index or PCA.

■ **Add 3**   Enter address line 3 or leave blank. This field identifies the third line of
the Vendor's address, if needed. It is usually looked up by the vendor
number and mail code.

■ **Fund**   Ent<u>ee</u>r the four-digit fund. When entered, it must exist in D23 Fund
profile. The fund is the lowest level of the fund structure and is assigned
by the Agencies to meet their internal accounting needs. Each fund looks
up an appropriated fund (which is systemwide and defined in the D22
Appropriated Fund profile) and a GAAP subfund (defined in the D68
GAAP Subfund profile). Fund may be inferred by either index or PCA.

■ **Bnk ID**   Ent<u>ee</u>r a three-character bank ID, used to identify the ABA (American
Banking Association) transit number and bank account number. This ID
must exist in the D56 Bank ID profile, and the user must have security
access.

■ **Add 4**   Enter the address line 4. This is a required field when a vendor name is
entered. Identifies the fourth line of the Vendor's address. It is usually
looked up by the vendor number and mail code.

■ **GL Ac/Agy**   Ent<u>ee</u>r a four-digit comptroller general ledger account and/or an eight-digit
agency general ledger account. If comptroller general ledger account is
entered, it must exist in the D31 Comptroller General Ledger Account
profile. If agency general ledger account is entered and the D31
comptroller general ledger account edit type is "D" (for a Due To/Due
From account), then the agency general ledger account is edited as follows:
The first three bytes represent the fiscal agency and must exist in the D02
Agency profile, the next four bytes represent the fund and must exist in the
D23 Fund profile, and the last byte must be zero.

If the D31 Comptroller General Ledger Edit type is "A" for agency or "S"
for systemwide, the agency general ledger account must exist in D32
Agency General Ledger Account profile. If both the comptroller general
ledger account and the agency general ledger account are entered, the
comptroller general ledger account looked up by the agency general ledger
account must equal the comptroller general ledger account entered on the
transaction. Note that the comptroller general ledger account is normally
looked up by the transaction code and is not usually coded on input.

Additional rules apply to the agency general ledger account when the D31 General Ledger Edit type is "A" or "S." If the agency has established agency general ledger accounts in the D32 AGL profile for a particular comptroller general ledger account and the Agency posts a transaction to the comptroller general ledger account, the user will be required to input a general ledger account on the transaction. This ensures consistent use of agency general ledger account.

■ **City**   Enter the city up to 20 characters. This field is usually looked up by the vendor number and mail code.

■ **ST**   Enteer the two-character state code. This field is usually looked up by the vendor number and mail code.

■ **Zip**   Enteer the nine-character zip code. If country is equal to "USA," the first five digits are required on certain transactions, the last four digits are optional. This field is usually looked up by the vendor number and mail code.

■ **Grant No/Ph**   Enteer the six-character grant number and the two-digit grant phase. When entered, they must exist in 29 Grant Control profile. The grant number and grant phase elements are setup as a means for accumulating grant expenditures, revenues, receipts, budgets and statistical information in R*STARS. These elements are established in the 29 Grant Control profile which defines how costs are accumulated and how grants are billed for each grant. When the grant number and phase are coded or looked up on accounting transactions, the financial or statistical data is recorded in the Grant Financial Table. The grant number and phase may be inferred by index, project/phase, subgrantee or PCA.

■ **Subgrantee**   Enteer the 14-digit subgrantee code. When entered, it must exist in 31 Subgrantee profile. Subgrantees are other agencies, localities, etc., who receive portions of pass-through grants. The grant must account for advances and expenditures made to the subgrantees. If the subgrantee entered on the transaction looks-up a grant number, phase, and agency code 1 they must exist in the 29 Grant Control profile. **(Not used in Michigan)**

■ **Proj No/Ph**   Enteer the six-character project number and the two-digit project phase. When entered, they must exist in the 27 Project Control profile. The project number and project phase elements are established to accumulate project expenditures, revenues, budgets and statistical information. This profile defines how costs are accumulated and how reimbursable projects

are billed. Project-related information is recorded in the Project Financial
Table. The project number and phase may be inferred by the index or
PCA.

■ **MPCD** Enteer the 10-character multipurpose code or leave blank. It is an agency-
defined field which can be used for any coding purpose. The multipurpose
code may be inferred from either the index or PCA or may be entered
manually. The multipurpose code is used for automatic generation of
allotment transactions. The values must follow a specific pattern as
described below:

M	— 12 monthly allotments are generated.
Q	— 4 quarterly allotments are generated.
NN	— 1 allotment is generated for month specified where NN = 01-12.
NNNNNNNN	— 4 allotments generated based on percentages specified where total of positions 1&2+3&4+5&6+7&8=100%.

■ **Agy Cd 1** Enteer the four-character agency code 1 or leave blank. If entered, it must
exist in the D26 Agency Code 1 profile. Agency code 1 is an agency-
defined field which can be used for a further breakdown of grant phase. It
may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 2** Enteer the four-character agency code 2 or leave blank. If entered, it must
exist in the D27 Agency Code 2 profile. Agency code 2 is an agency-
defined field which can be used for a further breakdown of project phase.
It may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 3** Enteer the six-character agency code 3 or leave blank. If entered, it must
exist in the D36 Agency Code 3 profile. Agency code 3 is an agency-
defined field which can be used for any coding purpose. It may be inferred
from either index or PCA or may be entered manually.

■ **DI** Enteer the nine-character debt/investment issue number. If entered, it must
exist in the D29 Debt/Investment profile. This element can be used on
either Bonds Payable or Investment transactions. For example, on Debt
Transactions the D/I Issue Number categorizes the debt as either general
obligation, revenue or other. **(Not used in Michigan)**

■ **RTI** Enteer the six-digit recurring transaction index. When entered, it must
exist in 550 Recurring Transaction profile. The recurring transaction index
is an element used as a coding reduction tool for transactions which are
recurring in nature, such as lease payments or telephone expense. The
coding block elements for the recurring transaction are pre-defined in the

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550 Recurring Transaction profile. The recurring transaction index may be directly input on any of the 500 series screens. A PCA, project or grant may also look up a recurring transaction index.

506 SINGLE VENDOR FAST ENTRY
(Not us<u>ee</u>d in Michigan)

The Single Vendor Fast Entry screen is intended to be used for the input of vouchers which do not contain optional elements such as agency code 1, grant, and multipurpose code. For agencies which take advantage of the significant coding reduction techniques available in R*STARS, the Single Vendor Fast Entry screen provides an efficient method for voucher entry. This screen is accessed by typing "S" in the Fast Entry field on the Batch Header screen. The edit mode must be either "0" or "1."

```
S506 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                 SINGLE VENDOR FAST ENTRY                      FACS
ACTIVE BATCH: AGY 001  DATE 072493 TYPE 4  NO 001 MODE MASTR EDIT RTI:
RT AMT:            DATE-DOC:      EFF:        DUE:        SRV:
CUR DOC:          DOC CNT:    DOC AMT:              DOC AGY: 001
V/MC:             PDT:      BANK ID:
INV#:                INV DATE:         DESC:
SEQ SFX INDEX  PCA  AY COBJ AOBJ 1099 AMOUNT   R  REF DOC/SFX M AGY TC  ERR CD
001
002
003
004
005
006
007
008
009
010
011
012



F1-HELP  F2-REPEAT  F3-RTI  F4-EDIT  F6-BALANCING  F8-NEXT PAGE  F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR  CLEAR-EXIT
```

- **Batch Agency**   Batch agency identified on the batch header (system generated).

- **Batch Date**   The batch date identified on the batch header (system generated).

- **Batch Type**   The batch type identified on the batch header (system generated).

- **Batch Number**   The batch number identified on the batch header (system generated).

- **Mode**   The batch edit mode identified on the batch header (system generated).

- **RTI**   Ent<u>ee</u>r the six-digit recurring transaction index. When entered, it must exist in 550 Recurring Transaction profile. The recurring transaction index is an element used as a coding reduction tool for transactions which are

recurring in nature, such as lease payments or telephone expense. The coding block elements for the recurring transaction are pre-defined in the 550 Recurring Transaction profile. The recurring transaction index may be directly input on any of the 500 series screens. A PCA, project or grant may also look up ~~a~~ a recurring transaction index.

■ **RT Amt**   Enteer an 11-digit number and a two-digit decimal recurring transaction index.

■ **Doc Date**   Enteer the six-digit document date in MMDDYY format. This field typically identifies the date the document was created.

■ **Eff**   Enteer the six-digit required effective date in MMDDYY format. The effective date defaults from the batch header. A different effective date may be entered on each transaction within a batch, and it will override the batch header effective date. The effective date determines which month and year the transaction will post. If a month or year is closed, or future or prior month/year postings are not allowed, the system edits against the effective date to determine if the transaction can be posted.

■ **Due**   Enteer the six-digit due date in MMDDYY format. Identifies the date a warrant or direct deposit will be generated if it is error-free, released and approved. It can also identify the date on which accounts receivable are due. If left blank, the Payment Processing subsystem will generate a payment as soon as the payable is error-free, released and approved.

■ **SRV**   Enteer the six-digit service date in MMDDYY format. This field identifies the date in which goods or services are received or rendered. For example, for purchased items the service date would be the day the merchandise was received; for recurring expenses such as rent, the service date may be the first day of the month; and for payroll, the service date would be the last day of the pay period. Additionally, the service date is used to edit against the final post date on the 27 Project Control profile and the 29 Grant Control profile if the service date control indicator in the related profile is "Yes." The service date must be on, or before, the final post date (close out date) of the project or grant.

■ **Cur Doc**   Enter up to eight characters for the current document. The current document is automatically left justified. The first two characters of the current document are the document type. The document type provides a means for categorizing documents. The valid document type for each transaction code are defined in the 28B Transaction Code Description profile.

Possible Values: Rec<u>ee</u>ivables   —   Type "AA"
                    Encu<u>mm</u>brances —   Type "NR"

For example, an encumbrance is established to reserve spending authority. When the goods or services are paid for, the original encumbrance is referenced to reduce the reserve of spending authority. The original encumbrance is identified by entering it in the reference document and suffix fields.

■ **Doc Cnt**   The document count is a system generated field that will automatically increment when greater than one reference document is referenced for a single current document.

A Receipts reference document number may be selected for a particular vendor when the vendor number is entered on the Transaction Entry screen and the user interrupts to 59 Vendor Document Inquiry screen. All documents associated with this vendor are displayed on 59. The user may select a document and end the interrupt. The document number is carried to the reference document and suffix field on the Transaction Entry screen. The document amount will also be carried over if the document amount on the Transaction Entry screen is blank or greater than the reference document amount.

■ **Doc Amt**   Ent<u>ee</u>r up to an 11-digit number and a two-digit decimal amount. Document amount is required if the document type requires balancing as defined in the 33 Document Control profile. The document amount is the sum of all transactions entered for a particular document number. The sum is calculated without regard to any sign. If the document requires balancing in net cash, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released.

■ **Doc Agy**   Ent<u>ee</u>r a three-character document agency code. If entered, it must be in the D02 Agency profile. The document agency represents the agency that created and is responsible for the document. It defaults to the batch agency. It is a required element for tracked documents.

■ **V/MC**   Enteer the 10-digit vendor number and the three-digit vendor mail code. The vendor number and mail code must exist in the 51 Systemwide Vendor Mail Code Inquiry profile. The vendor number identifies the vendor from whom a purchase was made or a service was rendered. Generally, expenditure and encumbrance transactions will require a vendor number.

■ **PDT**   Enteer the two-character payment distribution type (PDT). If the PDT exists in the 51 Systemwide Vendor Mail Code Inquiry profile, it will default from the FACS Vendor Table. If entered, it must exist in the D50 Payment Distribution Type profile.

Thee payment distribution type identifies how transactions should be combined for warrants, direct deposits, and wire transfers. It also identifies how warrants should be routed and identifies whether payment will be issued in the form of a warrant, direct deposit, or wire transfer.

A direect deposit (EFT) type PDT (e.g. DA) should be used if the vendor's mail code is EFT ready. A non-EFT type PDT (e.g. MA) can be used with a vendor (whether or not the vendor/mail code is EFT ready).

■ **Bank ID**   Enteer a three-character bank ID.

■ **Inv #**   Enteer a 14-character invoice number. The invoice number is generally an optional element which may be coded to associate a particular invoice with the transaction. If entered on a payable transaction, it will print on the payment remittance advice.

■ **Inv Date**   Enteer a six-digit invoice date in MMDDYY format or leave blank.

■ **Desc**   Enteer up to a 30-character description for the transaction. The agencies may code this field as desired in order to provide information about the transaction being entered. If entered on a payable transaction, it will be printed on the payment remittance advice.

■ **SEQ**   The threee-digit sequence is a system generated number that increments the number of transactions within a document.

■ **SFX**   Enteer the three-digit current document suffix (required when the current document number is entered).

■ **Index**   Enteer the five-digit index code. When entered, index must exist in the 24 Index Code profile. The index is required to be entered or looked up when the Agency Budget by Organization indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. Index may look up the PCA and/or the PCA can look up the index. Index is used as a coding reduction tool.

■ **PCA**   Enteer the five-digit program cost account code. When entered, PCA must exist in the 26 profile. The PCA is required to be entered or looked up if the Budget By Program indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. The PCA may look up the index. PCA is required in order to look up fund and function.

■ **AY**   Enteer a two-digit appropriation year. This is a required field. It defaults to the current fiscal year identified in the 97 System Management profile. Appropriation year identifies the year for which funds were appropriated by the legislature.

■ **C/AObj**   Enteer a four-digit comptroller object and/or a four-digit agency object. If comptroller object is entered it must exist in D10 Comptroller Object profile. If agency object is entered, it must exist in D11 Agency Object profile. If both the agency object and the comptroller object are entered, the comptroller object looked up by the agency object must be the same as the comptroller object entered on the transaction.

The 28B profile defines the range of comptroller objects that are allowed or disallowed for each transaction. This is to ensure that the object used is consistent with the type of transaction. For example, when recording a revenue transaction only the range of revenue comptroller objects would be valid.

Additionally, agency object is required or not allowed depending on the agency object indicator in the 25 Agency Control profile. If the agency object indicator is "N," agency object is not allowed. If the indicator is "R," "E," or "B," agency object may be required depending on the type of transaction entered.

■ **1099**   If the 1099 indicator is not entered, the value will default from the D10
                   Comptroller Object profile if the value is 0-9 when the transaction is
                   successfully writteen.

■ **Amount**   Enteer up to an 11-digit number and a two-digit decimal amount. Amount
                   is required for all transactions. If the amount is entered as:
                     1000 the result is 10.00
                     10.00 the result is 10.00
                     10. the result is 10.00

■ **R**   Thiss field can be left blank. A value of the one-character reverse code
                   "R" reverses the impact of the transaction. The 28A Transaction Code
                   Decision profile identifies whether this element is required, must be input,
                   is optional, or not allowed.

■ **Ref Doc/SFX**   Enteer the reference document, up to eight characters plus a three-digit
                   suffix. The reference document is automatically left justified. The suffix
                   is always required when the reference document is entered. The reference
                   document identifies a document that has been previously entered in
                   R*STARS.

■ **M**   Enteer a one-character modifier code or leave blank. The modifier code
                   identifies how the document should be posted and is normally required on
                   encumbrance transactions referencing pre-encumbrances and expenditure
                   transactions referencing encumbrances. The valid values are:
                   F — Final Liquidation — the transaction represents a final payment on
                        the pre-encumbrance or encumbrance and closes the document.
                   P — Partial Liquidation — the transaction represents a partial payment
                        on the document.
                   A — Activate a previously-closed document.
                   C — Close a document to preclude further posting; used for final
                        payments.

■ **Agy**   Enteer a three-character agency code. This is a required field. It defaults
                  to the user's Security Agency. When entered, it must exist in the D02
                  Agency profile. This field identifies the fiscal agency for which the
                  transaction is posted. It may be different from the description and
                  document agency.

■ **TC**   Enteer the three-digit transaction code. Must exist in the 28A Transaction
                  Code Decision profile and the 28B Transaction Code Description profile.
                  This is required for all transactions. Identifies the accounting impact
                  (debits and credits) to be recorded in R*STARS. The transaction code
                  keyed determines how the rest of the transaction will be entered in that it
                  determines which elements are required, must be input on transaction
                  entry, or are not allowed. It also determines the valid document types,
                  batch types, general ledger accounts and comptroller objects for the
                  transaction.

■ **ERR CD**   Thee error code is system generated. The error code identifies errors
                  associated with a particular transaction. The error code must be defined in
                  the D51 Error Code profile.

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507 MULTIPLE VENDOR FAST ENTRY
(Not us~~ee~~d in Michigan)

This screen is accessed when an "M" is present in the Fast Entry field on the Batch Header
screen. This screen is intended to be used for payments to multiple vendors. Minimal data entry
allows agencies to take advantage of the significant coding reduction techniques available in
R*STARS.

```
S507 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                 MULTIPLE VENDOR FAST ENTRY                       FACS
       BATCH: AGY 720  DATE 080293 TYPE 4  NO 013 MODE MASTR EDIT RTI:
RT AMT:              DOC-DATE:        EFF:          DUE:        SRV:
AGY:    CUR DOC:         DOC CNT:    DOC AMT:            DOC AGY: 720
REF DOC:        M:   TC:     INDEX:      PCA:      AY:      BANK ID:
SEQ CSFX  VENDOR NO/MC    AMOUNT      R  PDT 1099 COBJ AOBJ  RSFX  ERROR CD
001
002
003
004
005
006
007
008
009
010
011
012
013


F1-HELP  F2-REPEAT  F3-RTI  F4-EDIT  F6-BALANCING  F8-NEXT PAGE  F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR  CLEAR-EXIT
```

- ■ **Batch Agency**   The batch agency identified on the batch header (system generated).

- ■ **Batch Date**   The batch date identified on the batch header (system generated).

- ■ **Batch Type**   The batch type identified on the batch header (system generated).

- ■ **Batch**   The batch number identified on the batch header (system generated).
  Number

- ■ **Mode**   The batch edit mode identified on the batch header (system generated).

- ■ **RTI**   Ent~~ee~~r the six-digit recurring transaction index. When entered, it must
                exist in 550 Recurring Transaction profile. The recurring transaction index
                is an element used as a coding reduction tool for transactions which are
                recurring in nature, such as lease payments or telephone expense. The
                coding block elements for the recurring transaction are pre-defined in the

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550 Recurring Transaction profile. The recurring transaction index may be directly input on any of the 500 series screens. A PCA, project or grant may also look up a recurring transaction index.

■ **RT Amt**   Enteer an 11-digit number and a two-digit decimal recurring transaction amount.

■ **Doc Date**   Enteer the six-digit document date in MMDDYY format. This field typically identifies the date the document was created.

■ **Eff**   Enteer the six-digit required effective date in MMDDYY format. The effective date defaults from the batch header. A different effective date may be entered on each transaction within a batch, and it will override the batch header effective date. The effective date determines which month and year the transaction will post. If a month or year is closed, or future or prior month/year postings are not allowed, the system edits against the effective date to determine if the transaction can be posted.

■ **Due**   Enteer the six-digit due date in MMDDYY format. Identifies the date a warrant or direct deposit will be generated if it is error-free, released and approved. It can also identify the date on which accounts receivable are due. If left blank, the Payment Processing subsystem will generate a payment as soon as the payable is error-free, released and approved.

■ **SRV**   Enteer the six-digit service date in MMDDYY format. This field identifies the date in which goods or services are received or rendered. For example, for purchased items the service date would be the day the merchandise was received; for recurring expenses such as rent, the service date may be the first day of the month; and for payroll, the service date would be the last day of the pay period. Additionally, the service date is used to edit against the final post date on the 27 Project Control profile and the 29 Grant Control profile if the service date control indicator in the related profile is "Yes." The service date must be on, or before, the final post date (close out date) of the project or grant.

■ **Agy**   Enteer a three-character agency code. This is a required field. It defaults to the user's security agency. When entered, it must exist in the D02 Agency profile. This field identifies the fiscal agency for which the transaction is posted. It may be different from the description and document agency.

■ **Cur Doc**   Enter the current document, up to eight characters. The current document is automatically left justified. The first two characters of the current document are the document type. The document type provides a means for categorizing documents. The valid document types for each transaction code are defined in the 28B Transaction Code Description profile.
Possible Values: Receiivables   —   Type "AA"
                              Encumbrancess   —   Type "NR"

For example, an encumbrance is established to reserve spending authority. When the goods or services are paid for, the original encumbrance is referenced to reduce the reserve of spending authority. The original encumbrance is identified by entering it in the reference document and suffix fields.

A Receipts reference document number may be selected for a particular vendor when the vendor number is entered on the Transaction Entry screen and the user interrupts to 59 Vendor Document Inquiry screen. All documents associated with this vendor are displayed on 59. The user may select a document and end the interrupt. The document number is carried to the reference document and suffix field on the Transaction Entry screen. The document amount will also be carried over if the document amount on the Transaction Entry screen is blank or greater than the reference document amount.

■ **Doc Cnt**   The document count is a system generated field that will automatically increment when greater than one reference document is referenced for a single current document.

■ **Doc Amt**   Enteer up to an 11-digit number and a two-digit decimal amount. Document amount is required if the document type requires balancing as defined in the 33 Document Control profile. The document amount is the sum of all transactions entered for a particular document number. The sum is calculated without regard to any sign. If the document requires balancing in net cash, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released.

■ **Doc Agy**   Enteer a three-character document agency code. If entered, it must be in the D02 Agency profile. The document agency represents the agency that created and is responsible for the document. It defaults to the description. It is a required element for tracked documents.

■ **Ref Doc**   Enter up to an eight-character reference document. The reference document is automatically left justified. The suffix is always required when the reference document is entered. The reference document identifies a document that has beeen previously entered in R*STARS.

■ **M**   Enteer a one-character modifier code or leave blank. The modifier code identifies how the document should be posted and is normally required on encumbrance transactions referencing pre-encumbrances and expenditure transactions referencing encumbrances. The valid values are:

F — Final Liquidation — the transaction represents a final payment on the pre-encumbrance or encumbrance and closes the document.

P — Partial Liquidation — the transaction represents a partial payment on the document.

A — Activate a previously-closed document.

C — Close a document to preclude further posting; used for final payments.

■ **TC**   Enteer the three-digit transaction code. Must exist in the 28A Transaction Code Decision profile and the 28B Transaction Code Description profile. This is required for all transactions. Identifies the accounting impact (debits and credits) to be recorded in R*STARS. The transaction code keyed determines how the rest of the transaction will be entered in that it determines which elements are required, must be input on transaction entry, or are not allowed. It also determines the valid document types, batch types, general ledger accounts and comptroller objects for the transaction.

■ **Index**   Enteer the five-digit index code. When entered, index must exist in the 24 Index Code profile. The index is required to be entered or looked up when the Agency Budget by Organization indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code profile Agency Budget Posting indicators on 28A are coded. Index may look up the PCA and/or the PCA can look up the index. Index is used as a coding reduction tool.

■ **PCA**   Enter Enter the five-digit program cost account code. When entered, PCA must exist in the 26 profile. The PCA is required to be entered or looked up if the Budget By Program indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. The PCA may look up the index. PCA is required in order to look up fund and function.

- **AY**   Enteer a two-digit appropriation year. This is a required field. It defaults
to the current fiscal year identified in the 97 System Management profile.
Appropriation year identifies the year for which funds were appropriated
by the legislature.

- **Bank ID**   Enteer a three-character bank ID.

- **SEQ**   Thee three-digit sequence is a system generated number that increments
the number of transactions within a document.

- **CSFX**   Enteer the three-digit current document suffix (required when the current
document number is entered).

- **Vend No/MC** Enteer the 10-digit vendor number and the three-digit vendor number mail
code. The vendor number and mail code must exist in the 51 Systemwide
Vendor Mail Code Inquiry profile. The vendor number identifies the
vendor from whom a purchase was made or a service was rendered.
Generally, expenditure and encumbrance transactions will require a vendor
number.

- **Amount**   Enteer up to an 11-digit number and a two-digit decimal amount. Amount
is required for all transactions. If the amount is entered as:
     1000 the result is 10.00
     10.00 the result is 10.00
     10. the result is 10.00

- **R**   This fieeld can be left blank. A value of the one-character reverse code
"R" reverses the impact of the transaction. The 28A Transaction Code
Decision profile identifies whether this element is required, must be input,
is optional, or not allowed.

- **PDT**   Enteer the two-character payment distribution type (PDT). If the PDT
exists in the 51 Systemwide Vendor Mail Code Inquiry profile, it will
default from the FACS Vendor Table. If entered, it must exist in the D50
Payment Distribution Type profile.

The paymment distribution type identifies how transactions should be
combined for warrants, direct deposits, and wire transfers. It also identifies
how warrants should be routed and identifies whether payment will be
issued in the form of a warrant, direct deposit, or wire transfer.

A directt deposit (EFT) type PDT (e.g. DA) should be used if the vendor's
mail codee is EFT ready. A non-EFT type PDT (e.g. MA) can be used with

a vendor (whether or not the vendor/mail code is EFT ready).

■ **1099**   If the 1099 indicator is not entered, the value will default from the D10
Comptroller Object profile if the value is 0-9 when the transaction is
successfully written.
If the 1099 indicator is not entered, the value will default from the D10
Comptroller Object profile if the value is 0-9 when the transaction is
successfully written.

■ **C/A Obj**   Enter a four-digit comptroller object and/or a four-digit agency object. If
comptroller object is entered it must exist in D10 Comptroller Object
profile. If agency object is entered, it must exist in D11 Agency Object
profile. If both the agency object and the comptroller object are entered,
the comptroller object looked up by the agency object must be the same as
the comptroller object entered on the transaction.

The 28B profile defines the range of comptroller objects that are allowed
or disallowed for each transaction. This is to ensure that the object used is
consistent with the type of transaction. For example, when recording a
revenue transaction only the range of revenue comptroller objects would be
valid.

Additionally, agency object is required or not allowed depending on the
agency object indicator in the 25 Agency Control profile. If the agency
object indicator is "N," agency object is not allowed. If the indicator is
"R," "E," or "B," agency object may be required depending on the type of
transaction entered.

■ **RSFX**   Enter the three-digit reference document suffix. The suffix is always
required when the reference document is entered.

■ **ERROR CD**   The error code is system generated. The error code identifies errors
associated with a particular transaction. The error code must be defined in
the D51 Error Code profile.

508 MULTIPLE INVOICE FAST ENTRY
(Not us<u>ee</u>d in Michigan)

This screen is accessed when an "I" is present in the Fast Entry field on the Batch Header screen. This screen is intended to be used for payments to a single vendor for multiple invoices, all for the same coding distribution.

```
S508 2.0                     R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                  MULTIPLE INVOICE FAST ENTRY                      FACS
      BATCH: AGENCY 001  DATE 070193 TYPE 4  NO 001 MODE MASTR EDIT
VENDOR NO/MC:                  VENDOR NAME:
ADD                    CTY                  ST   ZIP              CTRY
DOC DATE:        EFF DATE:            DUE DATE:        SERV DATE:
 CUR DOC:          REF DOC:          MOD:   AGY:    TC:     INDEX:
    PCA:            COBJ:     AOBJ:       AY:   1099:   FO:   PDT:
 DOC CNT:        DOC AMT:                      DOC AGY:     BANK ID:
    CI:   PROP#:            CONT NO:           APPN NO:      FUND:
GL A/AGY:             GRANT NO/PH:            SUBGRANTEE:
 PROJ NO/PH:         MPCD:          AGY CODE-1:     2:      3:
SEQ SFX  INVOICE NO  INV DATE  INV DESCRIPTION        AMOUNT    R RSFX ERR
001
002
003
004
005
006
007


F1-HELP  F2-REPEAT  F4-EDIT  F6-BALANCING  F8-NEXT PAGE  F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR  CLEAR-EXIT
```

■ **Batch Agency**   The batch agency identified on the batch header (system generated).

■ **Batch Date**   The batch date identified on the batch header (system generated).

■ **Batch Type**   The batch type identified on the batch header (system generated).

■ **Batch Number**   The batch number identified on the batch header (system generated).

■ **Mode**   The batch edit mode identified on the batch header (system generated).

■ **Vend/MC**   Ent<u>ee</u>r the 10-digit vendor number and the three-digit vendor mail code. The vendor number and mail code must exist in the 51 Systemwide Vendor Mail Code Inquiry profile. The vendor number identifies the vendor from whom a purchase was made or a service was rendered. Generally, expenditure and encumbrance transactions will require a vendor number.

■ **Vendor Name**   Enter up to a 50-digit name of the vendor. Generally, revenue transactions will require a vendor name. The vendor name is looked up by the vendor number if en~~nn~~tered.

■ **Add**   Enter address. This is a required field when a vendor name is entered. Identifies the address of the vendor. It is usually looked up by the vendor number and mail code.

■ **City**   Enter the city up to 20 characters. This field is usually looked up by the vendor number and mail code.

■ **State**   Ent~~ee~~r the two-character state code. This field is usually looked up by the vendor number and mail code.

■ **ZIP**   Ent~~ee~~r the nine-character zip code. If country is equal to "USA," the first five digits are required on certain transactions, the last four digits are optional. This field is usually looked up by the vendor number and mail code.

■ **Ctry**   Ent~~ee~~r a two-character country code or leave blank. It is usually looked up by the vendor number and mail code.

■ **Doc Date**   Ent~~ee~~r the six-digit document date in MMDDYY format. This field typically identifies the date the document was created.

■ **Eff Date**   Ent~~ee~~r the six-digit required effective date in MMDDYY format. The effective date defaults from the batch header. A different effective date may be entered on each transaction within a batch, and it will override the batch header effective date. The effective date determines which month and year the transaction will post. If a month or year is closed, or future or prior month/year postings are not allowed, the system edits against the effective date to determine if the transaction can be posted.

■ **Due Date**   Ent~~ee~~r the six-digit due date in MMDDYY format. Identifies the date a warrant or direct deposit will be generated if it is error-free, released and approved. It can also identify the date on which accounts receivable are due. If left blank, the Payment Processing subsystem will generate a payment as soon as the payable is error-free, released and approved.

■ **Serv Date**   Ent~~ee~~r the six-digit service date in MMDDYY format. This field identifies the date in which goods or services are received or rendered. For example, for purchased items the service date would be the day the merchandise was received; for recurring expenses such as rent, the service date may be the

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first day of the month; and for payroll, the service date would be the last day of the pay period. Additionally, the service date is used to edit against the final post date on the 27 Project Control profile and the 29 Grant Control profile if the service date control indicator in the related profile is "Yes." The service date must be on, or before, the final post date (close out date) of the projeect or grant.

■ **Cur Doc/SFX**   Enteer the current document, up to eight characters. The current document is automatically left justified. Enter the three-digit current document suffix (required when the current document number is entered). The first two characters of the current document are the document type. The document type provides a means for categorizing documents. The valid document types for each transaction code are defined in the 28B Transaction Code Description profile.

Possible Values: Receiivables   —   Type "AA"
                              Encummbrances —   Type "NR"

For example, an encumbrance is established to reserve spending authority. When the goods or services are paid for, the original encumbrance is referenced to reduce the reserve of spending authority. The original encumbrance is identified by entering it in the reference document and suffix fields.

A receipts reference document number may be selected for a particular vendor when the vendor number is entered on the Transaction Entry screen and the user interrupts to 59 Vendor Document Inquiry screen. All documents associated with this vendor are displayed on 59. The user may select a document and end the interrupt. The document number is carried to the reference document and suffix field on the Transaction Entry screen. The document amount will also be carried over if the document amount on the Transaction Entry screen is blank or greater than the reference document amount.

■ **Ref Doc/SFX**   Enteer the reference document, up to eight characters plus a three-digit suffix. The reference document is automatically left justified. The suffix is always required when the reference document is entered. The reference document identifies a document that has been previously entered in R*STARS.

For example, an encumbrance is established to reserve spending authority. When the goods or services are paid for, the original encumbrance is referenced to reduce the reserve of spending authority. The original encumbrance is identified by entering it in the reference document and suffix fields.

A receipts reference document number may be selected for a particular vendor when the vendor number is entered on the Transaction Entry screen and the user interrupts to 59 Vendor Document Inquiry screen. All documents associated with this vendor are displayed on 59. The user may select a document and end the interrupt. The document number is carried to the reference document and suffix field on the Transaction Entry screen. The document amount will also be carried over if the document amount on the Transaction Entry screen is blank or greater than the reference document amount.

■ **Mod**   Enteer a one-character modifier code or leave blank. The modifier code identifies how the document should be posted and is normally required on encumbrance transactions referencing pre-encumbrances and expenditure transactions referencing encumbrances. The valid values are:

F — Final Liquidation — the transaction represents a final payment on the pre-encumbrance or encumbrance and closes the document.

P — Partial Liquidation — the transaction represents a partial payment on the document.

A — Activaate a previously closed document.

C — Close a document to preclude further posting; used for final payments.

■ **Agency**   Enteer a three-character agency code. This is a required field. It defaults to the user's security agency. When entered, it must exist in the D02 Agency profile. This field identifies the fiscal agency for which the transaction is posted. It may be different from the description and document agency.

■ **Trans Code**   Enteer the three-digit transaction code. Must exist in the 28A Transaction Code Decision profile and the 28B Transaction Code Description profile. This is required for all transactions. Identifies the accounting impact (debits and credits) to be recorded in R*STARS. The transaction code keyed determines how the rest of the transaction will be entered in that it determines which elements are required, must be input on transaction entry, or are not allowed. It also determines the valid document types, batch types, general ledger accounts and comptroller objects for the transaction.

■ **Index**   Enter the five-digit index code. When entered, index must exist in the 24 Index Code profile. The index is required to be entered or looked up when the Agency Budget by Organization indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. Index may look up the PCA and/or the PCA can look up the index. Index is used as a coding reduction tool.

■ **PCA**   Enter the five-digit program cost account code. When entered, PCA must exist in the 26 profile. The PCA is required to be entered or looked up if the Budget By Program indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. The PCA may look up the index. PCA is required in order to look up fund and function.

■ **Comp/Agy Obj**   Enter a four-digit comptroller object and/or a four-digit agency object. If comptroller object is entered it must exist in D10 Comptroller Object profile. If agency object is entered, it must exist in D11 Agency Object profile. If both the agency object and the comptroller object are entered, the comptroller object looked up by the agency object must be the same as the comptroller object entered on the transaction.

The 28B profile defines the range of comptroller objects that are allowed or disallowed for each transaction. This is to ensure that the object used is consistent with the type of transaction. For example, when recording a revenue transaction only the range of revenue comptroller objects would be valid.

Additionally, agency object is required or not allowed depending on the agency object indicator in the 25 Agency Control profile. If the agency object indicator is "N," agency object is not allowed. If the indicator is "R," "E," or "B," agency object may be required depending on the type of transaction entered.

■ **AY**   Enter a two-digit appropriation year. This is a required field. It defaults to the current fiscal year identified in the 97 System Management profile. Appropriation year identifies the year for which funds were appropriated by the legislature.

■ **1099**   If the 1099 indicator is not entered, the value will default from the D10 Comptroller Object profile if the value is 0-9 when the transaction is successfully written.

■ **Fund Ovrd**   Enteer the one-character fund override as follows:

      Blank — Transaction posts normally.

      A   — Overrides any agency fund control edits and forces the transaction to post.

      W   — Overrides any systemwide fund control edits and forces the transaction to post.

      The Fund Override indicator allows the system to override fund control edits in order to post an accounting transaction. Only authorized personnel may enter this element. If entered, it is edited against the Security Fund Override indicator on the user's 96A Security Profile record.

■ **PDT**   Enteer the two-character payment distribution type (PDT). If the PDT exists in the 51 Systemwide Vendor Mail Code Inquiry profile, the PDT will default from the FACS Vendor Table. If entered, it must exist in the D50 Payment Distribution Type profile.

      Thee payment distribution type identifies how transactions should be combined for warrants, direct deposits, and wire transfers. It also identifies how warrants should be routed, and identifies whether payment will be issued in the form of a warrant, direct deposit, or wire transfer.

      A direeect deposit (EFT) type PDT (e.g. DA) should be used if the vendor's mail code is EFT ready. A non-EFT type PDT (e.g. MA) can be used with a vendor (whether or not the vendor/mail code is EFT ready).

■ **Doc Count**   The documment count is a system generated field that will automatically increment when greater than one reference document is referenced for a single current document.

■ **Doc Amt**   Enteer up to an 11-digit number and a two-digit decimal amount. Document amount is required if the document type requires balancing as defined in the 33 Document Control profile. The document amount is the sum of all transactions entered for a particular document number. The sum is calculated without regard to any sign. If the document requires balancing in net cash, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released.

■ **Doc Agy**   Enteer a three-character document agency code. If entered, it must be in the D02 Agency profile. The document agency represents the agency that created and is responsible for the document. It defaults to the description. It is a required element for tracked documents.

- **Bank ID**   Enteer a three-character bank ID.

- **CI**   Enteer a one-character Capitalized/Inventoried indicator as follows:
  C — Capitalized
  I — Innventoried
  M — Maintennance
  The CI indiceator is used by agencies who use the Fixed Asset Subsystem (FAS). It identifies if the purchased item is to be capitalized or inventoried, or if the transaction is for maintenance expense on capitalized assets. The Fixed Asset indicator on the 25 Agency Control profile determines whether an agency is using the FAS. The comptroller object and agency object entered on the transaction determine the CI value. For example, if the CI indicator on the D10 Comptroller Object profile is "C" and the 25 FA indicator is "Y," and the transaction amount is greater than the capital threshold amount, then the CI indicator on the transaction defaults to "C." If entered, the Property Number must also be entered unless the transaction is from ADPICS. (**Not used in Michigan**)

- **Prop #**   Enteer a 10-digit property number. This field is required if the C/I indicator is entered unless the transaction is from ADPICS. Must be blank if the C/I indicator is blank. It identifies each asset recorded in the Fixed Asset subsystem as a unique item. (**Not used in Michigan**)

- **Cont No**   ~~Enter~~ Enter a 10-digit contract number or leave blank. If entered, it must exist in the 30 Contract profile. (**Not used in Michigan**)

- **Appn No**   ~~Enter~~ Enter the five-digit appropriation number. When entered, it must exist in the 20 Appropriation profile. This field identifies each budgeted line item in the General Appropriations Act as well as other appropriated items belonging to the agency. Generally, it is looked up by the index or PCA.

- **Fund**   Enteer the four-digit fund. When entered, it must exist in D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an appropriation fund (which is system wide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.

- **GL Ac/Agy**   Enteer a four-digit comptroller general ledger account and/or an eight-digit agency general ledger account. If comptroller general ledger account is entered, it must exist in the D31 Comptroller General Ledger Account profile. If agency general ledger account is entered and the D31

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comptroller general ledger account edit type is "D" (for a Due To/Due From account), then the agency general ledger account is edited as follows: The first three bytes represent the fiscal agency and must exist in the D02 Agency profile, the next four bytes represent the fund and must exist in the D23 Fund profile, and the last byte must be zero.

If the D31 Comptroller General Ledger Edit type is "A" for agency or "S" for systemwide, the agency general ledger account must exist in D32 Agency General Ledger Account profile. If both the comptroller general ledger account and the agency general ledger account are entered, the comptroller general ledger account looked up by the agency general ledger account must equal the comptroller general ledger account entered on the transaction. Note that the comptroller general ledger account is normally looked up by the transaction code and is not usually coded on input. Additional rules apply to the agency general ledger account when the D31 general ledger edit type is "A" or "S." If the agency has established agency general ledger accounts in the D32 Agency General Ledger profile for a particular comptroller general ledger account and the agency posts a transaction to the comptroller general ledger account, the user will be required to input a general ledger account on the transaction. This ensures consistent use of agency general ledger account.

■ **Grant No/Ph**   Enteer the six-character grant number and the two-digit grant phase. When entered, they must exist in 29 Grant Control profile. The grant number and grant phase elements are setup as a means for accumulating grant expenditures, revenues, receipts, budgets and statistical information in R*STARS. These elements are established in the 29 Grant Control profile which defines how costs are accumulated and how grants are billed for each grant. When the grant number and phase are coded or looked up on accounting transactions, the financial or statistical data is recorded in the Grant Financial Table. The grant number and phase may be inferred by index, project/phase, subgrantee (subgrantee is not used in Michigan) or PCA.

■ **Subgrantee**   Enteer the 14-digit subgrantee code. When entered, it must exist in 31 Subgrantee profile. Subgrantees are other agencies, localities, etc., who receive portions of pass-through grants. The grant must account for advances and expenditures made to the subgrantees. If the subgrantee entered on the transaction looks-up a grant number, phase, and agency code 1 they must exist in the 29 Grant Control profile. (**Not used in Michigan)**

■ **Proj No/Ph**   Enter the six-character project number and the two-digit project phase.

When entered, they must exist in the 27 Project Control profile. The project number and project phase elements are established to accumulate project expenditures, revenues, budgets and statistical information. This profile defines how costs are accumulated and how reimbursable projects are billed. Project-related information is recorded in the Project Financial Table. The~~e~~ project number and phase may be inferred by the index or PCA.

■ **MPCD**   Ent~~ee~~r the ten-character multipurpose code or leave blank. It is an agency-defined field which can be used for any coding purpose. The multipurpose code may be inferred from either the index or PCA or may be entered manually. The multipurpose code is used for automatic generation of allotment transactions. The values must follow a specific pattern as described below:

M	— 12 monthly allotments are generated.
Q	— 4 quarterly allotments are generated.
NN	— 1 allotment is generated for month specified where NN = 01-12.
NNNNNNNN	— 4 allotments generated based on percentages specified where total of positions 1&2+3&4+5&6+7&8=100%.

■ **Agy Cd 1**   Ent~~ee~~r the four-character agency code 1 or leave blank. If entered, it must exist in the D26 Agency Code 1 profile. Agency code 1 is an agency-defined field which can be used for a further breakdown of grant phase. It may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 2**   Ent~~ee~~r the four-character agency code 2 or leave blank. If entered, it must exist in the D27 Agency Code 2 profile. Agency code 2 is an agency-defined field which can be used for a further breakdown of project phase. It may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 3**   Ent~~ee~~r the six-character agency code 3 or leave blank. If entered, it must exist in the D36 Agency Code 3 profile. Agency code 3 is an agency-defined field which can be used for any coding purpose. It may be inferred from either index or PCA or may be entered manually.

■ **SEQ**   The~~ee~~ three-digit sequence is a system generated number that increments the number of transactions within a document.

■ **SFX**   Ent~~ee~~r the three-digit current document suffix (required when the current document number is entered).

■ **Inv No**   Enter a 14-character invoice number. The invoice number is generally an

optional element which may be coded to associate a particular invoice with the transaction. If entered on a payable transaction, it will print on the payment remittancee advice.

■ **Inv Date**   Enteer a six-digit invoice date in MMDDYY format or leave blank.

■ **Desc**   Enteer up to a 30-character description for the transaction.

■ **Amount**   Enteer up to a 13-digit number and a two-digit decimal amount. Amount is required for all transactions. If the amount is entered as:
    1000 the result is 10.00
    10.00 the result is 10.00
    10. the result is 10.00

■ **R**   Thiss field can be left blank. A value of the one-character reverse code "R" reverses the impact of the transaction. The 28A Transaction Code Decision profile identifies whether this element is required, must be input, is optional, or not allowed.

■ **RSFX**   Enteer the reference document, up to eight characters plus a three-digit suffix. The reference document is automatically left justified. The suffix is always required when the reference document is entered. The reference document identifies a document that has been previously entered in R*STARS.

■ **Err**   The error code is system generated. The error code identifies errors associated with a particular transaction. The error code must be defined in the D51 Error Code profile.

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509 COMPANION TRANSACTION ENTRY

This screen is used for entering two related transactions that must equal each other. The screen is accessed by using a Batch Type = "G."

```
509 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                 COMPANION TRANSACTION ENTRY                     FACS

BATCH: AGENCY 001 DATE 070193 TYPE G NO 001 SEQ NO 00001 MODE EDIT AND POST
 --DOCUMENT INFORMATION: DOC DATE:       EFF DATE:
          TRANS AMOUNT:
  DOC AGY:      CUR DOC:         DOC AMT:              DOC COUNT:
     DESC:
 --TRANSACTION INFORMATION: #1            BANK ID:
 SFX:     SER DATE:      REF DOC/SFX:           MOD:   AGY:    TC:
 INDEX:       PCA:       AY:   COBJ/AOBJ:          APPN NO:       FUND:
   VEND/MC:              CONT NO:            GL AC/AGY:
   GRANT/PH:          SUBGRANTEE:              PROJ/PH:          FO:
      MPCD:          AGY CD-1:     2:     3:        DI:          RVS:
 --TRANSACTION INFORMATION: #2            BANK ID:
 SFX:     SER DATE:      REF DOC/SFX:           MOD:   AGY: AAA  TC:
 INDEX:       PCA:       AY:   COBJ/AOBJ:          APPN NO:       FUND:
   VEND/MC:              CONT NO:            GL AC/AGY:
   GRANT/PH:          SUBGRANTEE:              PROJ/PH:          FO:
      MPCD:          AGY CD-1:     2:     3:        DI:          RVS:


F1-HELP     F4-EDIT      F5-NEXT      F6-BALANCING      F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR   CLEAR-EXIT
```

- ■ **Batch Agency**   Batch agency identified on the batch header (system generated).

- ■ **Batch Date**   Batch date identified on the batch header (system generated).

- ■ **Batch Type**   Batch type identified on the batch header (system generated).

- ■ **Batch Number**   Batch number identified on the batch header (system generated).

- ■ **Sequence**   Contains the system generated sequence number. The sequence number
  Number   indicates the transaction number within a batch.

- ■ **Mode**   The batch edit mode identified on the batch header (system generated).

- ■ **Doc Date**   Enteer the six-digit document date in MMDDYY format. This field
  typically identifies the date the document was created.

■ **Eff Date**   Enter the six-digit required effective date in MMDDYY format. The
effective date defaults from the batch header. A different effective date
may be entered on each transaction within a batch, and it will override the
batch header effective date. The effective date determines which month
and year the transaction will post. If a month or year is closed, or future or
prior month/year postings are not allowed, the system edits against the
effective date to determinee if the transaction can be posted.

■ **Trans Amount**   Enteer a 14-digit number and a two-digit decimal amount. Amount is
required for all transactions.

■ **Doc Agy**   Enteer a three-character document agency code. If entered, it must be in
the D02 Agency profile. The document agency represents the agency that
created and is responsible for the document. It defaults to the description.
It is a required element for tracked documents.

■ **Cur Doc**   Enter the current document, up to eight characters. The current document
is automatically left justified. The first two characters of the current
document are the document type. The document type provides a means for
categorizing documents. The valid document types for each transaction
code are defined in the 28B Transaction Code Description profile.
                       Possible Values: Receivvables   —   Type "AA"
                                           Encummbrances   —   Type "NR"

                       For example, an encumbrance is established to reserve spending authority.
                       When the goods or services are paid for, the original encumbrance is
                       referenced to reduce the reserve of spending authority. The original
                       encumbrance is identified by entering it in the reference document and
                       suffix fields.

                       A Receipts reference document number may be selected for a particular
                       vendor when the Vendor number is entered on the Transaction Entry
                       screen and the user interrupts to 59 Vendor Document Inquiry screen. All
                       documents associated with this vendor are displayed on 59. The user may
                       select a document and end the interrupt. The document number is carried
                       to the reference document and suffix field on the Transaction Entry
                       screen. The document amount will also be carried over if the document
                       amount on the Transaction Entry screen is blank or greater than the
                       reference document amount.

■ **Doc Amt**   Enteer up to an 11-digit number and a two-digit decimal amount.
Document amount is required if the document type requires balancing as
defined in the 33 Document Control profile. The document amount is the

sum of all transactions entered for a particular document number. The sum is calculated without regard to any sign. If the document requires balancing in net cash, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released.

■ **Doc Count**   The document count is a system generated field that will automatically increment when greater than one reference document is referenced for a single current document.

■ **Desc**   Enter up to 30 characters for a description for the transaction. The agencies may code this field as desired in order to provide information about the transaction being entered. If entered on a payable transaction, it will be printed on the payment remittance advice.

■ **Bank ID**   Enteer a three-character bank ID, used to identify the ABA (American Banking Association) transit number and bank account number. This ID must exist in the D56 Bank ID profile, and the user must have security access.

■ **SFX**   Enteer the three-digit current document suffix or let system default.

■ **Ser Date**   Enteer the six-digit service date in MMDDYY format. This field identifies the date in which goods or services are received or rendered. For example, for purchased items the service date would be the day the merchandise was received; for recurring expenses such as rent, the service date may be the first day of the month; and for payroll, the service date would be the last day of the pay period. Additionally, the service date is used to edit against the final post date on the 27 Project Control profile and the 29 Grant Control profile if the Service Date Control indicator in the related profile is "Yes." The service date must be on, or before, the final post date (close out date) of the project or grant.

■ **Ref Doc/SFX**   Enteer the reference document, up to eight characters plus a three-digit suffix. The reference document is automatically left justified. The suffix is always required when the reference document is entered. The reference document identifies a document that has been previously entered in R*STARS.

For example, an encumbrance is established to reserve spending authority. When the goods or services are paid for, the original encumbrance is referenced to reduce the reserve of spending authority. The original encumbrance is identified by entering it in the reference document and

suffix fields.

A receipts reference document number may be selected for a particular vendor when the vendor number is entered on the Transaction Entry screen and the user interrupts to 59 Vendor Document Inquiry screen. All documents associated with this vendor are displayed on 59. The user may select a document and end the interrupt. The document number is carried to the reference document and suffix field on the Transaction Entry screen. The document amount will also be carried over if the document amount on the Transaction Entry screen is blank or greater than the reference document amount.

■ **Mod**   Enteer a one-character modifier code or leave blank. The modifier code identifies how the document should be posted and is normally required on encumbrance transactions referencing pre-encumbrances and expenditure transactions referencing encumbrances. The valid values are:

F — Final Liquidation — the transaction represents a final payment on the pre-encumbrance or encumbrance and closes the document.

P — Partial Liquidation — the transaction represents a partial payment on the document.

A — Activate a previously closed document.

C — Close a document to preclude further posting; used for final payments.

X — Yeaar-End Closing — special entry. **(Not used in Michigan)**

■ **Agy**   Enteer a three-character agency code. This is a required field. It defaults to the user's security agency. When entered, it must exist in the D02 Agency profile. This field identifies the fiscal agency for which the transaction is posted. It may be different from the description and document agency.

■ **TC**   Enteer the three-digit transaction code. Must exist in the 28A Transaction Code Decision profile and the 28B Transaction Code Description profile. This is required for all transactions. Identifies the accounting impact (debits and credits) to be recorded in R*STARS. The transaction code keyed determines how the rest of the transaction will be entered in that it determines which elements are required, must be input on transaction entry, or are not allowed. It also determines the valid document types, batch types, general ledger accounts and comptroller objects for the transaction.

■ **Index**   Enter the five-digit index code. When entered, index must exist in the 24 Index Code profile. The index is required to be entered or looked up when

the Agency Budget by Organization indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. Index may look up the PCA and/or the PCA can look up the index. Indeex is used as a coding reduction tool.

■ **PCA**   Enteer the five-digit program cost account code. When entered, PCA must exist in the 26 profile. The PCA is required to be entered or looked up if the Budget By Program indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. The PCA may look up the index. PCA is required in order to look up fund and function.

■ **AY**   Enteer a two-digit appropriation year. This is a required field. It defaults to the current fiscal year identified in the 97 System Management profile. Appropriation year identifies the year for which funds were appropriated by the legislature.

■ **COBJ/AOBJ**   Enteer a four-digit comptroller object and/or a four-digit agency object. If comptroller object is entered it must exist in D10 Comptroller Object profile. If agency object is entered, it must exist in D11 Agency Object profile. If both the agency object and the comptroller object are entered, the comptroller object looked up by the agency object must be the same as the comptroller object entered on the transaction.

The 28B profile defines the range of comptroller objects that are allowed or disallowed for each transaction. This is to ensure that the object used is consistent with the type of transaction. For example, when recording a revenue transaction only the range of revenue comptroller objects would be valid.

Additionally, agency object is required or not allowed depending on the agency object indicator in the 25 Agency Control profile. If the agency object indicator is "N," agency object is not allowed. If the indicator is "R," "E," or "B," agency object may be required depending on the type of transaction entered.

■ **Appn No**   Enteer the five-digit appropriation number. When entered, it must exist in the 20 Appropriation profile. This field identifies each budgeted line item in the General Appropriations Act as well as other appropriated items belonging to the agency. Generally, it is looked up by the index or PCA.

■ **Fund**   Enteer the four-digit fund. When entered, it must exist in D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an appropriation fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.

■ **Vend/MC**   Enteer the 10-digit vendor number and the three-digit vendor mail code. The vendor number and mail code must exist in the 51 Systemwide Vendor Mail Code Inquiry profile. The vendor number identifies the vendor from whom a purchase was made or a service was rendered. Generally, expenditure and encumbrance transactions will require a vendor number

■ **Cont No**   Enteer a 10-digit contract number or leave blank. If entered, it must exist in the 30 Contract profile. **(Not used in Michigan)**

■ **GL Ac/Agy**   Enteer a four-digit comptroller general ledger account and/or an eight-digit agency general ledger account. If comptroller general ledger account is entered, it must exist in the D31 Comptroller General Ledger Account profile. If agency general ledger account is entered and the D31 comptroller general ledger account Edit type is "D" (for a Due To/Due From account), then the agency general ledger account is edited as follows: The first three bytes represent the fiscal agency and must exist in the D02 Agency profile, the next four bytes represent the fund and must exist in the D23 Fund profile, and the last byte must be zero.

If the D31 Comptroller General Ledger Edit type is "A" for agency or "S" for systemwide, the agency general ledger account must exist in D32 Agency General Ledger Account profile. If both the comptroller general ledger account and the agency general ledger account are entered, the comptroller general ledger account looked up by the agency general ledger account must equal the comptroller general ledger account entered on the transaction. Note that the comptroller general ledger account is normally looked up by the transaction code and is not usually coded on input. Additional rules apply to the agency general ledger account when the D31 General Ledger Edit type is "A" or "S." If the Agency has established Agency general ledger accounts in the D32 Agency General Ledger profile for a particular comptroller general ledger account and the Agency posts a transaction to the comptroller general ledger account, the user will be required to input a Geeneral Ledger Account on the transaction. This ensures consistent use of agency general ledger account.

■ **Grant No/Ph** Enter the six-character grant number and the two-digit grant phase. When entered, they must exist in 29 Grant Control profile. The grant number and grant phase elements are setup as a means for accumulating grant expenditures, revenues, receipts, budgets and statistical information in R✱STARS. These elements are established in the 29 Grant Control profile which defines how costs are accumulated and how grants are billed for each grant. When the grant number and phase are coded or looked up on accounting transactions, the financial or statistical data is recorded in the Grant Financial Table. The grant number and phase may be inferred by index, project/phase, subgrant<u>ee</u>e (subgrantee is not used in Michigan) or PCA.

■ **Subgrantee** Ent<u>ee</u>r the 14-digit subgrantee code. When entered, it must exist in 31 Subgrantee profile. Subgrantees are other agencies, localities, etc., who receive portions of pass-through grants. The grant must account for advances and expenditures made to the subgrantees. If the subgrantee entered on the transaction looks-up a grant number, phase, and agency code 1 they must exist in the 29 Grant Control profile. (**Not used in Michigan**)

■ **Proj No/Ph** Ent<u>ee</u>r the six-character project number and the two-digit project phase. When entered, they must exist in the 27 Project Control profile. The project number and project phase elements are established to accumulate project expenditures, revenues, budgets and statistical information. This profile defines how costs are accumulated and how reimbursable projects are billed. Project-related information is recorded in the Project Financial Table. The project number and phase may be inferred by the index or PCA.

■ **FO** Ent<u>ee</u>r the one-character fund override as follows:
Blank Transaction posts normally.
A — Overrides any agency fund control edits and forces the transaction to post.
W — Overrides any systemwide fund control edits and forces the transaction to post.
The Fund Override indicator allows the system to override fund control edits in order to post an accounting transaction. Only authorized personnel may enter this element. If entered, it is edited against the Security Fund Override indicator on the user's 96A Security Profile record.

■ **MPCD** Enteer the 10-character multipurpose code or leave blank. It is an agency-defined field which can be used for any coding purpose. The multipurpose code may be inferred from either the index or PCA or may be entered manually. The multipurpose code is used for automatic generation of allotment transactions. The values must follow a specific pattern as described below:

M — 12 monthly allotments are generated.
Q — 4 quarterly allotments are generated.
NN — 1 allotment is generated for month specified where NN = 01-12.
NNNNNNNN — 4 allotments generated based on percentages specified where total of positions 1&2+3&4+5&6+7&8=100%.

■ **Agy Cd 1** Enteer the four-character agency code 1 or leave blank. If entered, it must exist in the D26 Agency Code 1 profile. Agency code 1 is an agency-defined field which can be used for a further breakdown of grant phase. It may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 2** Enteer the four-character agency code 2 or leave blank. If entered, it must exist in the D27 Agency Code 2 profile. Agency code 2 is an agency-defined field which can be used for a further breakdown of project phase. It may be inferred from either index or PCA or may be entered manually.

■ **Agy Cd 3** Enteer the six-character agency code 3 or leave blank. If entered, it must exist in the D36 Agency Code 3 profile. Agency code 3 is an agency-defined field which can be used for any coding purpose. It may be inferred from either index or PCA or may be entered manually.

■ **DI** Enteer the nine-character debt/investment issue number. If entered, it must exist in the D29 Debt/Investment profile. This element can be used on either Bonds Payable or Investment transactions. For example, on debt transactions the D/I Issue number categorizes the debt as either general obligation, revenue or other. **(Not used in Michigan)**

■ **RVS** This field can be left blank. A value of the one-character reverse code "R" reverses the impact of the transaction. The 28A Transaction Code Decision profile identifies whether this element is required, must be input, is optional, or not allowed.

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Batch Agency Use of the 509 Companion Transaction Entry Screen

The~~ee~~ 509 Companion Transaction Entry screen is used to process an interagency voucher. Norm~~aa~~ally, the buying entity processes the interagency voucher, including the selling entity's ~~aa~~ccounting data, which should be supplied by the selling entity.

The DOC AGY field on the 509 screen defaults to the agency entered on the batch header. The program then tries to use the batch agency's document range from the D59 Current Document Number Increment screen.

Batch agencies do not have entries on the D59 Current Document Number Increment screen, therefore the document number on the 509 screen does not automatically get properly incremented.

Agencies entering transactions on the 509 screen for a batch agency must overtype the DOC AGY field (in the upper left portion of the screen) with the financial agency. The document number will then increment correctly.

```
S509 VER 2.0            STATE OF MICHIGAN DEVELOPMENT            03/06/95 06:00 PM
 LINK TO:               COMPANION TRANSACTION ENTRY            NOTE: N   DEV

 BATCH: AGENCY 275 DATE 022495 TYPE G NO 001 SEQ NO 00003 MODE EDIT AND POST
  --DOCUMENT INFORMATION: DOC DATE: 022495 EFF DATE: 022495
          TRANS AMOUNT:
    DOC AGY: 275  CUR DOC: GT000001  DOC AMT:  0002000000.00 DOC COUNT: 00002
      DESC: OCT-JAN LOTTERY TRANS TO SAF
 --TRANSACTION INFORMATION: #1            BANK ID: 000
 SFX: 003 SER DATE: 013195 REF DOC/SFX:          MOD:   AGY: 275  TC: 401
 INDEX: 01199 PCA: 50100 AY: 95 COBJ/AOBJ: 6915     APPN NO: 05010 FUND: 0335
    VEND/MC:              CONT NO:            GL AC/AGY:       31308230
   GRANT/PH:           SUBGRANTEE:              PROJ/PH:         FO:
      MPCD:          AGY CD-1:     2:     3:        DI:        RVS:
 --TRANSACTION INFORMATION: #2            BANK ID: 000
 SFX: 004 SER DATE: 013195 REF DOC/SFX:          MOD:   AGY: 313  TC: 400
 INDEX: 74145 PCA: 74145 AY: 95 COBJ/AOBJ: 2020     APPN NO: 99950 FUND: 0823
    VEND/MC:              CONT NO:            GL AC/AGY:       27503350
   GRANT/PH:           SUBGRANTEE:              PROJ/PH:         FO:
      MPCD:          AGY CD-1:     2:     3:        DI:        RVS:


 TRANSACTION SUCCESSFULLY WRITTEN
 F1-HELP     F4-EDIT     F5-NEXT      F6-BALANCING     F9-INTERRUPT
 F10-SAVE  F11-SAVE/CLEAR   CLEAR-EXIT
```

To inquire on this document on the 86 Document Transaction Inquiry screen, you must use the MAIN FACS (financial) agency, not your batch agency.

516 OPEN DOCUMENT FAST ENTRY
(Not used in Michigan)

The Open Document Fast Entry screen is intended to be used for cash received against open invoices which do not contain optional elements such as agency code, project and multipurpose Code. Open suffixes within a document may be retrieved all at once and be easily paid or liquidated. For example, a user may retrieve numerous suffixes (or transactions) related to a reference document that setup an Accounts Receivable, and easily liquidate them all against one cash receipt. The screen will be accessible from the 500 Batch Header screen by entering a "P" in the Fast Entry field. Unlike other fast entry screens, this screen will be available for use in edit mode 0, 1 or 2.

```
S516 2.0                    R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                 OPEN DOCUMENT FAST ENTRY              NOTE:    FACS
      BATCH: AGY 000  DATE 020994 TYPE 2  NO 001 MODE EDIT/POST RTI:
 RT AMT:            DATE-DOC:           EFF:        DUE:        SRV:
CUR DOC:         D-TC:     DOC AMT:           DOC AGY:    DOC CNT:
REF DOC:        AMT TO DISTRIBUTE:          PMT #:         1099:
  BANK:             PMT TYPE:     PDT:    CONTRACT:          DI:
V/MC:              V/NM:                        BNK ID:    AGY:
INV#:              INV DATE:         DESC:
SEQ TC      AMOUNT    AY INDEX   PCA   GRANT#/PH COBJ AOBJ RSFX M R SFX ERR CD
001
002
003
004
005
006
007
008
009
010


F1-HELP  F2-REPEAT  F3-RTI  F4-EDIT  F6-BALANCING  F8-NEXT PAGE  F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR  CLEAR-EXIT
```

- ■ **Batch Agency**   The batch agency identified on the batch header (system generated).

- ■ **Batch Date**   The batch date identified on the batch header (system generated).

- ■ **Batch Type**   The batch type identified on the batch header (system generated).

- ■ **Batch Number**   The batch number identified on the batch header (system generated).

- ■ **Mode**   The batch edit mode identified on the batch header (system generated).

■ **RTI**   Enter the six-digit recurring transaction index. When entered, it must exist in 550 Recurring Transaction profile. The RTI is an element used as a coding reduction tool for transactions which are recurring in nature, such as lease payments or telephone expense. The coding block elements for the recurring transaction are pre-defined in the 550 Recurring Transaction profile. The RTI may be directly input on any of the 500 series screens. A PCA, pro<u>oo</u>ject or grant may also look up an RTI.

■ **RT Amt**   Ent<u>ee</u>r an 11-digit number and a two-digit decimal recurring transaction index.

■ **Doc Date**   Ent<u>ee</u>r the six-digit document date in MMDDYY format. This field typically identifies the date the document was created.

■ **Eff**   Ent<u>ee</u>r the six-digit required effective date in MMDDYY format. The effective date defaults from the batch header. A different effective date may be entered on each transaction within a batch, and it will override the batch header effective date. The effective date determines which month and year the transaction will post. If a month or year is closed, or future or prior month/year postings are not allowed, the system edits against the effective date to determine if the transaction can be posted.

■ **Due**   Ent<u>ee</u>r the six-digit due date in MMDDYY format. Identifies the date a warrant or direct deposit will be generated if it is error-free, released and approved. It can also identify the date on which accounts receivable are due. If left blank, the Payment Processing subsystem will generate a payment as soon as the payable is error-free, released and approved.

■ **Srv**   Ent<u>ee</u>r the six-digit service date in MMDDYY format. This field identifies the date in which goods or services are received or rendered. For example, for purchased items the service date would be the day the merchandise was received; for recurring expenses such as rent, the service date may be the first day of the month; and for payroll, the service date would be the last day of the pay period. Additionally, the service date is used to edit against the Final Post Date on the 27 Project Control profile and the 29 Grant Control profile if the Service Date Control indicator in the related profile is "Yes." The service date must be on, or before, the final post date (close out date) of the project or grant.

■ **Cur Doc**   Enter the current document, up to eight characters. The current document is automatically left justified. The first two digits of the current document are the document type. The document type for each transaction code are defined in the 28B Transaction Code Description profile.

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■ **D-TC**   Enter the three-digit default transaction code that will determine the accounting distribution for all the transactions in sequence for the current documeent.

■ **Doc Amt**   Enteer up to an 11-digit number and a two-digit decimal amount. Document amount is required if the document type requires balancing as defined in the 33 Document Control profile. The document amount is the sum of all transactions entered for a particular document number. The sum is calculated without regard to any sign. If the document requires balancing in net cash, the calculated amount of all the transactions for the document must equal the entered amount in order for the batch to be balanced and released.

■ **Doc Agy**   Enteer a three-character document agency code. If entered, it must be in the D02 Agency profile. The document agency represents the agency that created and is responsible for the document. It defaults to the description. It is a required element for tracked documents.

■ **Doc Cnt**   The document count is a system generated field that will automatically increment when greater than one reference document is referenced for a single current document.

■ **Ref Doc**   Enter up to eight characters for the reference document. The reference document is automatically left justified. The reference document identifies a document that has been previously entered in R*STARS.

For example, an accounts receivable is established when revenue is recognized prior to the cash being received. When the cash is collected, the original accounts receivable is referenced and is liquidated.

There may be greater than one reference document referenced for a single current document.

For example, for the collection of cash with an amount to distribute greater than the reference document amount, additional reference documents will be used for liquidation against the remaining cash collected.

■ **Amt To**   Enteer the 13-digit amount to distribute. The amount to distribute is an
   Distribute amount that is edited against the reference document amount. It will be distributed among the reference document transactions in sequence by suffix. If the amount to distribute is greater than the reference document amount, a balancing transaction is posted and all of the transactions within

that document will have a modifier of "F" indicating that they were fully paid. Any remaining amount will be used to liquidate additional invoices for that vendor. If the amount to distribute is less than the reference document amount, then all remaining transactions after the exhaustion of the amount to distribute will have a zero balance indicating that the money received was not used to offset their balances, and the transactions will not post. Thus, those particular reference document suffixes will remain outstanding and have a modifier of "P," indicating that they are not fully paid. By having the amount to distribute as an amount separate from the document amount, multiple reference documents can be included on a single current document number (i.e. cash received from greater than one vendor can be entered on the same current document or cash received being offset against greater than one invoice for a Vendor).

■ **Pmt #**   Enteer the nine-digit payment number, or leave blank.

■ **1099**   If thee 1099 indicator is not entered, the value will default from the D10 Comptroller Object profile if the value is 0-9 when the transaction is successfully written.

■ **Bank**   Enteer up to a 13-character bank name.

■ **Pmt Type**   Enteer the one-digit cash receipt payment type as follows or leave blank:
                   1 — Cash
                   2 — Checks
                   3 — U.S. Treasury Checks/Letters of Credit
                   4 — State Warrants
                   This is an optional field.

■ **PDT**   Ennter the two-character payment distribution type (PDT). If the PDT exists in the 51 Systemwide Vendor Mail Code Inquiry profile, it will default from the FACS Vendor Table. If entered, it must exist in the D50 Payment Distribution Type profile.

                   Thee Payment Distribution type identifies how transactions should be combined for warrants, direct deposits, and wire transfers. It also identifies how warrants should be routed and identifies whether payment will be issued in the form of a warrant, direct deposit, or wire transfer.

                   A direect deposit (EFT) type PDT (e.g. DA) should be used if the vendor's mail codee is EFT ready. A non-EFT type PDT (e.g. MA) can be used with a vendor (whether or not the vendor/mail code is EFT ready).

■ **Contract**   Ent<u>ee</u>r a 10-digit contract number or leave blank. If entered, it must exist in the 30 Contract profile. **(Not used in Michigan)**

■ **DI**   Ent<u>ee</u>r the nine-character debt/investment issue number. If entered, it must exist in the D29 Debt/Investment profile. This element can be used on either bonds payable or investment transactions. For example, on debt transactions the D/I issue number categorizes the debt as either general obligation, revenue or other. **(Not used in Michigan)**

■ **V/MC**   Ent<u>ee</u>r the 10-digit vendor number and the three-digit vendor mail code. The vendor number and mail code must exist in the 51 Systemwide Vendor Mail Code Inquiry profile. The vendor number identifies the vendor from whom a purchase was made or a service was rendered. Generally, expenditure and encumbrance transactions will require a vendor number.

■ **V/NM**   Ent<u>ee</u>r up to a 50-digit name of the vendor. Generally, revenue transactions will require a vendor name. The vendor name is looked up by the vendor number if entered.

■ **Bnk ID**   Ent<u>ee</u>r the three-digit bank ID, or leave blank.

                 All payments will be associated with a bank ID which identifies a unique Bank Account Number and ABA Number combination.

■ **Agy**   Ent<u>ee</u>r a three-character agency code. This is a required field. It defaults to the user's security agency. When entered, it must exist in the D02 Agency profile. This field identifies the fiscal agency for which the transaction is posted. It may be different from the description and document agency.

■ **Inv #**   Ent<u>ee</u>r a 14-character invoice number. The invoice number is generally an optional element which may be coded to associate a particular invoice with the transaction. If entered on a payable transaction, it will print on the payment remittance advice.

■ **Inv Date**   Ent<u>ee</u>r a six-digit invoice date in MMDDYY format or leave blank.

■ **Desc**   Ent<u>ee</u>r up to a 30-character description for the transaction. The agencies may code this field as desired in order to provide information about the transaction being entered. If entered on a payable transaction, it will be printed on the payment remittance advice.

■ **Seq**   The thr<u>ee</u>e-digit sequence is a system generated number that increments

the number of transactions within a document.

■ **TC** The threee-digit transaction code may be entered or is system generated.

The transaction code may be the default transaction code previously entered and will apply consistently to all transactions displayed for a document.

The transaction code may be the transaction code defined for an RTI if the RTI is utilized in place of the default transaction code. The RTI transaction code will also be consistently applied to all transactions displayed for a document.

■ **Amount** The 13-digit amouunt is system generated.

The amount equals the balance that was applied to a particular transaction.

For example, if the amount to distribute for cash received is equal to the reference document amount, then the balance applied to each transaction will equal the original amount of each transaction relating to the particular invoice being paid.

■ **AY** Enteer a two-digit appropriation year. This is a required field. It defaults to the current fiscal year identified in the 97 System Management profile. Appropriation year identifies the year for which funds were appropriated by the legislature.

■ **Index** Enteer the five-digit index code. When entered, index must exist in the 24 Index Code profile. The index is required to be entered or looked up when the Agency Budget by Organization indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. Index may look up the PCA and/or the PCA can look up the index. Index is used as a coding reduction tool.

■ **PCA** Enteer the five-digit program cost account code. When entered, PCA must exist in the 26 profile. The PCA is required to be entered or looked up if the Budget By Program indicator is "Y" (Yes) on the 25 Agency Control profile and the Transaction Code Profile Agency Budget Posting indicators on 28A are coded. Index may look up the PCA and/or the PCA can look up the index. PCA is required in order to look up fund and function.

■ **Grant No/Ph** Enteer the six-character grant number and the two-digit grant phase. When entered, they must exist in 29 Grant Control profile. The grant number and grant phase elements are setup as a means for accumulating grant

expenditures, revenues, receipts, budgets and statistical information in R*STARS. These elements are established in the 29 Grant Control profile which defines how costs are accumulated and how grants are billed for each grant. When the grant number and phase are coded or looked up on accounting transactions, the financial or statistical data is recorded in the Grant Financial Table. The grant number and phase may be inferred by index, project/phase, subgrantee (subgrantee is not used in Michigan) or PCA.

■ **COBJ/AOBJ**   Enteer a four-digit comptroller object and/or a four-digit agency object. If comptroller object is entered it must exist in D10 Comptroller Object profile. If agency object is entered, it must exist in D11 Agency Object profile. If both the agency object and the comptroller object are entered, the comptroller object looked up by the agency object must be the same as the comptroller object entered on the transaction.

The 28B profile defines the range of comptroller objects that are allowed or disallowed for each transaction. This is to ensure that the object used is consistent with the type of transaction. For example, when recording a revenue transaction only the range of revenue comptroller objects would be valid.
Additionally, agency object is required or not allowed depending on the agency object Indicator in the 25 Agency Control profile. If the agency object indicator is "N," agency object is not allowed. If the indicator is "R," "E," or "B," agency object may be required depending on the type of transaction entered.

■ **RSFX**   The reference suffix is system generated.

The reference suffix is the incremental number identifying each accounting distribution associated with the reference document that was entered above.

The reference document transactions, once recalled, will display in sequence by suffix.

■ **M**   Enteer a one-character modifier code or leave blank. The modifier code identifies how the document should be posted and is normally required on encumbrance transactions referencing pre-encumbrances and expenditure transactions referencing encumbrances. The valid values are:
F — Final Liquidation — the transaction represents a final payment on the pre-encumbrance or encumbrance and closes the document.
P — Partial Liquidation — the transaction represents a partial payment on

the document.

A — Activate a previously closed document.

C — Close a document to preclude further posting; used for final payment.

X — Ye~~aa~~r-End Closing — special entry. **(Not used in Michigan)**

■ **R**   Th~~ii~~s field can be left blank. A value of the one-character reverse code "R" reverses the impact of the transaction. The 28A Transaction Code Decision profile identifies whether this element is required, must be input, is optional, or not allowed.

■ **SFX**   The suffix is system generated.

The suffix is the incremental number identifying each accounting distribution associated with the current document that was entered above.

■ **Err Cd**   The error code is system generated.

The error code identifies errors associated with a particular transaction. The error code must be defined in the D51 Error Code profile

Accounting Transaction Data Entry

If the information on the batch header is valid, R✱STARS automatically returns one of five data entry screens. When the Data Entry screen appears, transactions may be entered. The key fields from the batch header are automatically carried forward at the top of each screen, and the sequence number automatically advances one number for each transaction entered. The cursor is positioned at the first data element on the screen. Batch header elements are displayed for information only and cannot be changed.

The screen may contain many blank fields, as some transactions require only a few data elements. For document types defined in the D59 Current Document Number Increment profile, the Document number can be automatically assigned by entering the document type in the current document field on the Transaction Entry screens. The document suffix is also may be entered or automatically generated.

When all the data elements are entered, select the "F4" key to edit the data, or select the "F10" or "F11" key to transmit the transaction to the system. The F4 key does not post the transaction; it edits the transaction for required fields and valid values, and fills in certain looked up elements. The F11 key processes the transaction and returns an empty screen. The F10 key processes the transaction and returns the screen full of the previously entered data (except for the amount, reverse code and fund control override code). These function keys are discussed in further detail below.

Function Key 4 — Edit on Transaction Data Entry Screens

If F4 is selected and the edit mode of the batch is "1" (data edits) or "2" (data and funding edits and financial table posting) the following functions are performed:

■ If the transaction requires that a matching Document Financial Table record be found (reference document required), the system will retrieve all the classification elements of the original transaction. The following elements may be retrieved:

— Index
— Comptroller Object
— Agency Object
— Vendor Number, Vendor name, Address Lines 1-4, City, State, and Zip code
— Payment Distribution Type
— Program Cost Account (PCA)
— Agency General Ledger Account
— Appropriation Number
— Project Number/Phase
— Grant Number/Phase
— Fund

— Agency Code 1
— Agency Code 2
— Agency Code 3
— Pennalty Amount **(Not used in Michigan)**
— Discount Date
— Discount Terms
— Pennalty Date **(Not used in Michigan)**
— Pennalty Terms **(Not used in Michigan)**
— Inteerest Terms **(Not used in Michigan)**
— Debbt/Investment Number **(Not used in Michigan)**
— Multipurpose Code
— Contraact Number **(Not used in Michigan)**
— Appropriation Year
— Capitaliize Indicator **(Not used in Michigan)**
— Properrty Number **(Not used in Michigan)**
— 1099 Indicator
— Subgraantee **(Not used in Michigan)**

■ If a reference document is not required, F4 can be used to retrieve look up information and to edit the validity of coding elements. The following editing is performed:

— Edit agency. This step edits the agency on the transaction to ensure the agency is compatible with agencies identified on the user's Security profile.
— Edit index code. If coded, this step edits the index code (in combination with the agency and appropriation year) to determine that it is valid. Then it retrieves any loook up values, such as PCA, grant and phase, and project and phase, etc.
— Edit PCA. If coded, this step edits the PCA (in combination with the agency and appropriation year) to determine that it is valid. Then it retrieves any look up valuees such as index code, grant and phase, and project and phase, etc.
— Edit comptroller object. This step edits the comptroller object, in combination with appropriation year, to determine that it is valid.
— Edit 1099 Indicator. This step edits the 1099 indicator on the transaction.
— Ediit subgrantee The subgrantee is edited and a grant number/phase is potentially retrieveed. **(Not used in Michigan)**
— Edit Ageency Code 1 and Agency Code 2. The agency code is edited and potentially retrieeved.
— Ediit project number. The project number is edited and a grant number/phase is potentially retrieved.
— Edit grant number. The grant number is edited and a project number/phase is potentially retrieved.
— Edit vendor number. The vendor name and Address information is retrieved.

If a reference document is entered and "F4" is selected, all classification elements retrieved are marked as input. This means that the Transaction screen interprets the retrieved data as if it was entered by the user. If F10 is used to process the transaction, the retrieved data remains on the screen and may be used on the next transaction.

Caution should be used to prevent incorrect classification element values from being added to transactions. F11 can be used to process the transaction and to refresh the screen. Additionally, F4 can be used to retrieve new classification information. A full edit of the transaction (all data edits, fund control edits and financial table posting) is performed if F10 or F11 is selected and the edit mode is "2," otherwise these edits are performed during the nightly Input, Edit and Update (IEU) cycle if the edit mode is "0" or "1" (data edits performed in Edit Mode 1).

Function Key 10 — Process on Transaction Data Entry Screens — Successful Transactions

If F10 is selected and the transaction is successfully posted, the following look-up information from the 24 Index Code profile or the 26 PCA profile is changed to blank on the screen:

- Appropriation Number
- Fund
- Grant Number/Phase
- Project Number/Phase
- Agency Code 1
- Agency Code 2
- Agency Code 3

Function Key 10 — Process on Transaction Data Entry Screens — Erroneous Transactions

If F10 is selected and errors are detected, the system will display the following look-up information from the 24 Index Code profile or the 26 PCA profile:

- Appropriation Number
- Fund
- Grant Number/Phase
- Project Number/Phase
- Agency Code 1
- Agency Code 2
- Agency Code 3

The only looked up information that is not displayed is the multipurpose code.

If any of the look-up information was manually typed on the screen, the information is redisplayed. If any of the above elements were not manually entered, the elements are erased.

Note: Any elements retrieved from the 550 Recurring Transaction profile when F3 is selected and a recurring transaction index value is entered, are treated as if the elements were entered. After the data is retrieved and F10 is selected, any of the non-blank elements retrieved from the 550 profile are redisplayed.

Batch Balancing

When all transactions in the batch are entered, the batch must be balanced. Batch balancing helps ensure that all transactions are entered for the correct amounts by verifying that the entered amounts total to the batch header amount. R*STARS calculates the number of transactions and the total amount entered for the batch and compares these to the batch count number of transactions and batch amount, if entered by the operator on the batch header.

In addition, if the Document Balance indicator on 33 Document Control profile is "Y" (Yes) for any document type in the batch, the computed document amount must equal the entered document amount for each tracked document in the batch before the batch is balanced.

The batch balancing function must be performed to allow batch update transactions to be released for posting. To access the Batch Balancing screen, select the F6 key. This function can be accessed through the following screens: View or Print 510 Batch Headers, 530 Recall A Batch for Correction or View or Print a 520 Batch. The Batch Balancing screen is presented below.

Balanced Batch

If the batch is in balance (i.e. the entered count and amount equals the computed count and amount), the user is ready to release the batch for overnight processing. If the batch is in balance, a message saying, "This batch is balanced" will appear at the bottom of the 502 Batch Balancing screen. Refer to Screen Help, Keyword "S502," for valid function key processing.

The 502 Batch Balancing screen is displayed below.

```
S502 2.0                      R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                         BATCH BALANCING                        FACS


               BATCH AGENCY:
                BATCH DATE:
                BATCH TYPE:
              BATCH NUMBER:

           BATCH BALANCING:
             ENTERED COUNT:                 ENTERED AMOUNT:
            COMPUTED COUNT:                COMPUTED AMOUNT:

          PAYMENT DIST TYPE:
             DISB METH IND:
                   USER ID:
                USER CLASS:




 F1-HELP  F2-RECALL BATCH  F3-DELETE  F6-RELEASE  F7-DETAILS    F8-DOC TRACK
 F9-INTERRUPT    F10-HOLD  F11-HEADER ENTRY       F12-HEADERS   CLEAR-EXIT
```

If the batch is out of balance, the user should attempt to correct the balancing error. Perform the following steps to correct a batch balancing error.

Batch Not in Balance

1. Select "F7" to view the transactions in detail. Review each transaction amount for accuracy. If a transaction amount is in error, select "F11" from the 520 View a Batch screen. If a transaction amount is not in error, go to step 5.

2. Upon selecting "F11," the 510 Recall a Batch for Correction screen appears. Enter the sequence number of the transaction to be changed and select "F4."

3. The Transaction Entry screen is displayed. Tab to the Transaction Amount field and type the correct entry. Next select "F10" or "F11" to save the change.

4. Select "F6." The 502 Batch Balancing screen appears and identifies that the batch is in balance. Proceed as described in the Balanced Batch section earlier in this chapter.

5. If the error is in the batch header (i.e., the entered amount or entered number of transactions is in error), select "F2" on the 510 Recall a Batch for Correction screen to go to the 511 Change a Batch Header screen.

6. The batch header appears, and the user may change the amount and/or count fields. Select "F10."

7. The 510 Recall a Batch for Correction screen appears. Select "F6" key. The 502 Batch Balancing screen appears and identifies that the batch is now in balance. Proceed as described in the Balanced Batch section earlier in this chapter.

```
S510 2.0                        R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                    RECALL A BATCH FOR CORRECTION                    FACS


               BATCH AGENCY:
                 BATCH DATE:
                 BATCH TYPE:
               BATCH NUMBER:
            SEQUENCE NUMBER:        (REQUIRED IF CHANGING, DELETING, OR VIEWING A
                                     TRANS)

            BATCH BALANCING-
               ENTERED COUNT:                 ENTERED AMOUNT:
              COMPUTED COUNT:                COMPUTED AMOUNT:

           PAYMENT DIST TYPE:
              DISB METH IND:
            ORIGINAL USER ID:
                 USER CLASS:
               LAST USER ID:


F1-HELP  F2-CHANGE HDR  F3-DELETE   F4-CHANGE  F5-VIEW  F6-BALANCING  F7-DETAILS
F8-DOC TRK  F9-INTERRUPT  F10-ADD   F11-RECOMPUTE  F12-HEADERS  CLEAR-EXIT
```

After all batches are complete and balanced, the user can view all the batch headers. This can be done by entering 530 View Batch Headers from the Financial Data Entry menu, or by selecting "F12" from one of the other financial transaction screens.

The 530 View Batch Headers screen will list all the batch headers for a particular agency, the entered and computed counts and amounts, and the status of each batch. It will also show if the batch is in balance with either a "Y" for yes or "N" for no. Screen 530 follows.

```
S530 2.0                      R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                      VIEW BATCH HEADERS                          FACS


BATCH AGENCY:
  ...BATCH ID...              EFF   ENTERED   ENTERED    COMP      COMP
S  DATE TYP NO  STA BAL MODE  DATE  COUNT     AMOUNT     COUNT     AMOUNT

















F1-HELP       F5-NEXT PAGE     F6-BALANCING    F7-DETAILS    F8-DOC TRACK
F9-INTERRUPT  F11-CORRECT BATCH ENTER-FIRST PAGE              CLEAR-EXIT
```

Batch Status

The Batch Status is used by IEU to determine if and how batches should be processed. The valid values are:

- **R (Release)** Transactions within the batch are released. The user is finished with the transactions.

- **H (Hold)** Transactions within the batch are held. The user is not finished with the transactions. If the Edit Mode is "0" or "1" the batch is not processed by IEU. Edit Mode 2 transactions have already posted, but will not be paid while batch is on hold.

- **D (Delete)** Transactions within the batch are flagged for deletion. The actual deletion of the transactions occurs in the batch cycle.

- **A (Approval Required)** Transactions within the batch are released and require approval.

- **P (Posted)** Transactions within the batch are released and approved.

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If a transaction is added/deleted/changed in the batch, the "Recompute" function will recompute the "Entered" batch count and amount, only if these amounts were <u>NOT</u> previously entered by the operator. This capability is available because many users do not use the Entered count and amount fields, and require the system to calculate these balances.

The following section presents three accounting transaction data entry examples, including a balanced batch and two unbalanced batches. Sample screens are presented which represent the steps required to enter and correct each batch.